



**Artesia Pump Station Well Pumps, Motors, and Piping - RFCSP**  
**Solicitation Number: CO-00732**  
**Job No.: 22-8611**

**ADDENDUM 1**  
**April 5, 2024**

To Respondent of Record:

This addendum, applicable to work referenced above, is an amendment to the bid proposal, plans and specifications and as such will be a part of and included in the Contract Documents. Acknowledge receipt of this addendum by entering the Addendum number and issue date on the space provided in submitted copies of the Respondent Questionnaire.

<b>RESPONSES TO QUESTIONS</b>
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- SIR page 6 and 7, discussing the “Prime Contractor On-Time Completion on Similar Projects in the Past Fifteen Years” is requiring the respondent (prime contractor) to have recently completed projects installing or rehabilitation groundwater well pumps and motors... leading the respondent (prime contractor) to be a well pump contractor. To play further into this, there are documents in the “Key Subcontractor Performance on Similar projects in the Past ten years” section that include Electrical as well Instrumentation and Controls, but not for the Well Pumps. With the amount of other critical work and coordination on this project, we see this project needing a traditional general contractor serve as the Prime contractor and the well pump contractor being a “Key Subcontractor”. Can the “Completion of Similar Projects” portions of the Evaluation forms, both Prime and Subcontractors be reissued to fit this construction format?**

**Response:** It is not a requirement of the Contract that the prime contractor be a TDLR Licensed Water Well Pump Installer. However, the Prime Contractor shall have experience overseeing, managing, or self-performing pump and motor installation work as outlined in SIR. The Licensed Well Pump Installer information shall be included as a Key Subcontractor. Delete Supplementary Instructions to Respondents in its entirety and replace with the revised version attached to this Addendum. See Changes to Specifications Number 2 and Clarification Number 1.

- Specification section 40 05 24 is requiring welders to carry certifications and qualifications conforming to “Boiler and Pressure Vessel Code”. We are not installing any boilers or pressure vessels or any extreme high-pressure materials. Are the certifications necessary?**

**Response:** Contractor shall provide welder certifications conforming to ANSI/ASME Boiler and Pressure Vessel Code Section V, or AWS D1.1 in accordance with Section 40 05 24.23. 1.3.A.3.

- Specification section 33 05 05 is calling for the RW pipe to be Carbon Steel pipe, cement lined interior with a painted exterior with welded joints. Field welded joints require repair to the coatings to the same thickness as the shop coating. What is SAWS desired method for repairing the interior lining of the pipe? Once the weld has been made, there will not be access to the interior of the pipe at the joint.**

**Response:** While determining the means and methods of construction is the responsibility of the Contractor, appropriate methods are described in Section 4.7 of AWWA C205-18. The approach included in the Standard for pipe less than 22-in in diameter may be employed for the 24 to 36-in pipe in question where manned access is not available or practical.

- Specification 33 05 05 calls for the carbon steel pipe to have cement lined interior with a painted exterior, Specification 40 05 05 calls for carbon steel pipe to have a fusion bonded epoxy interior with a painted exterior. Is there a reason the interior of the buried pipe is treated differently than the interior of the above ground pipe? Can all above ground and buried piping be lined in one consistent material? If done in accordance with the referenced AWWA standards, can the coatings and linings be done in an alternative material and method?**

**Response:** No modifications to steel pipe lining material and method will be made at this time to the buried or above ground steel piping. Materials noted are in accordance with coordination and review with the Owner. Steel pipe lining shall be provided in accordance with Section 33 05 05 and 40 05 05.

- Specifications 33 05 05, 40 05 05, and 40 05 24 are all pertaining to steel pipe. These specifications have deviations from the SAWS standard specification 816 and 05-30. Can this project be bid according to the SAWS standard specs in lieu of sections 33 05 05, 40 05 05 and 40 05 24.**

**Response:** Bid Documents been developed with SAWS standard specifications in consideration. As question is stated, the Contract shall be bid in accordance with Bid Documents provided.

6. **Can the Competitive Sealed proposal forms be reworded to allow a GC to submit as a team described above? [Where the Prime Contractor is a Civil GC and the TDLR Licensed Water Well Pump Installer is a Subcontractor]**  
*Response:* See Response to Question 1 in this addendum.
7. **Would SAWS accept a team as described above? [Where the Prime Contractor is a Civil GC and the TDLR Licensed Water Well Pump Installer is a Subcontractor]**  
*Response:* See Response to Question 1 in this addendum.

<b>CHANGES TO THE SPECIFICATIONS</b>
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1. **Table of Contents**  
**Remove** the Table of Contents and **replace with** the revised attached version.
2. **Supplementary Instructions to Respondents**  
**Remove** the Supplementary Instructions to Respondents in its entirety and **replace with** the attached revised version, which Respondent's shall reference when preparing their proposals for this RFCSP.
3. **Evaluation Criteria Forms**  
**Remove** the Evaluation Criteria Forms in its entirety pages EV-1 through EV-30, **replace with** the Addendum No. 1 Evaluation Criteria. Respondents shall use the revised Evaluation Criteria Forms when submitting a proposal for this RFCSP. Failure to use the revised Evaluation Criteria Form may result in the bid being found non-responsive.
4. **Proposal Checklist**  
**Remove** the Proposal Checklist and **replace with** the revised attached version. Respondents shall use this revised version when submitting a proposal for this RFCSP.
5. **Good Faith Effort Plan**  
**Remove** the Good Faith Effort Plan in its entirety and **replace with** the revised version attached to this Addendum. Respondents shall use this revised version of the Good Faith Effort Plan when submitting a proposal for this RFCSP.
6. **Supplemental Conditions**  
**Remove** the Supplemental Conditions in it is entirety and **replace with** the revised version attached to this Addendum.
7. **Special Conditions**  
**Insert** after Supplemental Conditions the Special Conditions attached to this Addendum.

<b>CLARIFICATIONS</b>
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1. The following changes were made in the Supplemental Instructions to Respondents:
  - Section C. REQUIRED EXPERIENCE, removed and replaced to modify the required experience.
  - Section E.2.a.iii, removed and replaced to modify the required experience.
  - Section E.2.b.iii., added required experience for Key Well Pump Installer Subcontractor.
2. The following changes were made in the Supplemental Instructions to Respondents:
 

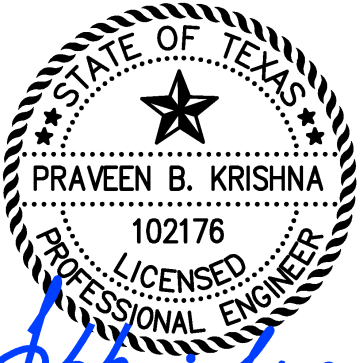
Section 5. Small Business Opportunities Program (SBOP) Participation Table A, removed and replaced to reference SBOP.
3. The following changes were made in Evaluation Criteria Forms:
  - Edits to first paragraph regarding the Evaluation Criteria forms being required.
  - Table added for Key Well Pump Installer Performance Projects Nos. 1 and 2. See Changes to Specifications Number 3.
  - Evaluation Criteria Form has been updated to reflect changes in Supplement Instruction to Respondents. See Changes to Specifications Numbers 2 and 3.

**END OF ADDENDUM**

This Addendum, including these three (3) pages, is sixty-four (64) pages with attachments in its entirety.

Attachments:

- Table of Contents (1 page)
- Supplemental Instructions to Bidders (16 pages)
- Evaluation Criteria Form (34 pages)
- Proposal Checklist (1 page)
- Good Faith Effort Plan (4 pages)
- Supplemental Conditions (3 pages)
- Special Conditions (2 pages)

  
*Praveen Krishna* 04/05/2024  
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Praveen Krishna, P.E.  
Arcadis, Inc.

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CITY OF SAN ANTONIO (COSA) STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION (Latest Edition)

<https://www.sanantonio.gov/PublicWorks/Current-Vendor-Resources/Standard-Specifications-and-Details>

SAWS SPECIFICATIONS FOR WATER & SANITARY SEWER CONSTRUCTION (February 2021)

[https://apps.saws.org/business\\_center/specs/constspecs/](https://apps.saws.org/business_center/specs/constspecs/)

**SUPPLEMENTARY INSTRUCTIONS TO RESPONDENTS**

The San Antonio Water System (SAWS) Board of Trustees and/or its designated representative have determined that the Competitive Sealed Proposals method of procurement will provide the best value for SAWS for this project. This procurement shall conform to Section 2269 of the Texas Government Code.

This document provides general information about the requirements and evaluation for this Request for Competitive Sealed Proposals (RFCSP).

**A. EVALUATION OF PROPOSALS**

1. SAWS will conduct a comprehensive, fair, and impartial evaluation of all Competitive Sealed Proposals received in response to this request within 45 days of receipt of the proposals. SAWS will appoint a selection committee to perform the evaluation. SAWS will evaluate and rank each proposal in relation to the following selection criteria:

<b>Team Qualifications and Experience</b>	<b>17%</b>
<b>Quality, Reputation, and Ability to Deliver Projects on Schedule and within Budget</b>	<b>15%</b>
<b>Project Approach, Schedule and Availability</b>	<b>18%</b>
<b>Price</b>	<b>40%</b>
<b>Small, Minority, and Women-owned Business Participation</b>	<b><u>10%</u></b>
<b>Total:</b>	<b>100%</b>

2. During the evaluation and ranking of Respondents’ proposals, SAWS reserves the right to consider the following:
  - a. Whether the Respondent can perform the contract within the specified time. In making this determination SAWS may take into account Respondent’s existing commitments and whether in SAWS sole discretion those commitments will adversely impact Respondent’s ability to complete the work in the scheduled time.
  - b. The quality and punctuality of performance on any current or previous contracts.
  - c. SAWS may contact references provided by the Respondent, as well as any other references to verify qualifications, experience, and performance. In making this determination, SAWS may take into account work performed by the Respondent on any project, including but not limited to SAWS projects, projects that the Respondent provides as references and any other projects that SAWS has knowledge of.

- d. Respondent's previous and existing compliance with the applicable laws, ordinances, permits, and regulations.
  - e. Respondent's financial resources and ability to perform the contract.
3. If Respondent fails to provide a response to each of the Evaluation Criteria identified within this RFCSP, points may be deducted, or the proposal may be considered non-responsive and ineligible for consideration.

**B. SUMMARY OF WORK**

This Summary of Work is included as part of this Solicitation to provide a general basis for Respondents to determine what is reasonably comparable. The work consists of, but not limited to, the following:

- Site and job preparation, including erosion and sediment control, temporary access roads and signage.
- Removal and replacement of pumps and motors from Well Numbers: 3, 4, and 5
- New pumping system for newly constructed Well Numbers: 7 and 8, including new pumps and motors, piping system, and related appurtenances including but not limited to valves, excavation, backfill, flush line assemblies, tie-ins, manufacturer's field services, and installation.
- Power and control for the new Wells Numbers: 7 and 8, along with associated site electrical work and improvements to the PLC.
- Integration of a new pilot system on the existing control valve.
- System programming, integration, testing, commissioning, start-up, training, and operation and maintenance manual preparation.
- New permanent access roads to Well Numbers 7 and 8.
- Site/civil improvements such as grading, drainage, and access road.
- Other improvements to complete the project as shown in Contract Documents.
- Site restoration.

**Respondents should reference the Contract Documents prior to submitting a proposal for this RFCSP to fully understand the entire scope of work for this Project.**

**The decision of "comparability" when evaluating the Respondent's proposal is at the complete discretion of SAWS.**

**C. REQUIRED EXPERIENCE**



Respondents submitting a proposal for this RFCSP should clearly demonstrate, completely and sufficiently, that rehabilitating and constructing potable water pump stations and production facilities (5 MGD or larger) including installing new well pumps and motors for exiting pump station and production facilities with associated piping and appurtenances, associated site/civil work including yard piping, demolition, electrical and instrumentation and controls (I&C) work is a primary business focus and service, and such services have been successfully provided for at least five (5) continuous years.

**D. DEFINITIONS**

1. Personnel for the purpose of this RFCSP is defined as employees of the Prime Contractor, or any Subcontractor(s), affiliates, joint venture partners, or team members, and consultants engaged by any of those entities.
2. The personnel specified below are considered by SAWS to be essential to the work being performed under this Contract and as such are defined as Key Personnel. Key Personnel include the Project Manager, Project Superintendent, and Quality Control (QC) Manager. Prior to diverting any of the specified individuals to other projects, the contractor shall notify the Owner reasonably in advance and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the project. No diversion shall be made by the contractor without written consent of the Owner. Key Personnel must remain actively involved throughout the construction phase and be readily available. In accordance with the General Conditions, the proposed project Superintendent shall provide full-time on-site supervision to Work ongoing at the project site. SAWS expects the contractor assign and provide qualified Key Personnel that can effectively fulfill the responsibilities of their role for the duration of the project. Respondents must use their best judgement to ensure proposed Key Personnel remain effectively involved in the project for its entire duration.
3. Subcontractor is defined in Article I, Contract Definitions of the General Conditions of the Contract Documents. Respondents should reference this definition prior to submitting a proposal in response to this RFCSP.
4. Key Subcontractors for the purpose of this RFCSP are defined as subcontractors that are responsible for executing a significant portion of the work, and as such are deemed to be essential to the work being performed under this Contract. Key Subcontractor roles may include electrical, instrumentation and controls (I&C), and Well Pump Installation work.

**E. RESPONSE FORMAT**

**1. Team Qualifications and Experience (17 Points)**

**a. Organizational Structure and Information of the Prime Contractor**

- i. Provide current business organizational structure, type of business structure, and stability of organization.
- ii. Provide total number of employees and annual company revenues as of December 31, 2023.
- iii. Provide Debarment history for the company for the last ten (10) years.
- iv. Provide any litigation, arbitration, and claims history for the last three (3) years and any litigation, arbitration, and claims history with SAWS regardless of the year they occurred.

- v. Indicate the number of years performing contracting/construction work under current legal business name and/or previous legal business name(s).
- vi. Provide company financial information as follows:
- Respondent must clearly indicate the entity being proposed to enter into the Contract. In order to supplement the financial strength of the entity being proposed to enter into the Contract, the Respondent may, but is not required to, propose a guarantor who will guaranty the Contractor's obligations under the Contract through a separately executed guaranty Contract in favor of SAWS. Only the financial information of (1) the entity being proposed to enter into the Contract, and (2) a Guarantor, if proposed, will be considered in the financial evaluation of the RFCSP.
  - SAWS in its sole discretion may reject any Respondent that does not possess the financial strength and capacity to undertake this project and the obligations and liabilities thereof. Subject to the complete review and finding of acceptability of the submitted financial information, Respondents demonstrating an ability to provide the required performance and payment bonds and the ability to maintain a minimum aggregate net worth sufficient to undertake this project, as measured by either the Respondent or a proposed Guarantor, shall be deemed to have the financial strength and capacity to undertake the project.
  - The Respondent shall submit the financial information set forth below for the entity being proposed to enter into the Contract and any proposed guarantor. If Respondent is not a public company and believes any of its financial information is exempt from disclosure to third parties under the Texas Public Information Act in Chapter 552 of the Texas Government Code, the Respondent must clearly label the specific portions sought to be kept confidential and specify the exemption that the Respondent is relying upon. However, SAWS does not represent or guarantee in any way that Respondent's financial statements will be protected from disclosure, even if identified by Respondent as confidential or proprietary, in the event of a Public Information Request under Texas Government Code Chapter 552. SAWS will notify the Respondent of any public information requests relating to financial information marked as confidential by the Respondent, and the Respondent shall be responsible for defending its basis for exemption from disclosure in accordance with the Act.
  - If Respondent is organized as a corporation, partnership, LLP, LLC or joint venture, submit complete financial statements, including a Balance Sheet, Income Statement and Statement of Cash Flows, prepared in accordance with generally accepted accounting principles, for the most recent complete fiscal year. Footnote disclosures must accompany the submitted year to date financial statement. If available, the financial statement audited or certified by an independent certified public accountant should be submitted; otherwise, a notarized statement certifying the accuracy of the financial



information and signed by an officer of the proposing entity must accompany the financial information.

- If Respondent intends to organize as a partnership, LLP, LLC, or joint venture, then the above- referenced financial information of each partner, LLC/LLP member or joint-venture member must be submitted.
- SAWS reserves the right to obtain a Dun and Bradstreet financial report, or other credit report, at its own cost, and all members of your Team, responding to this RFCSP agrees to allow SAWS to obtain such report(s) on your Team members and all partners, affiliates and sub-consultants, if any, to facilitate SAWS financial evaluation of the Respondent.

**b. Proposed Team Structure and Key Personnel Roles and Responsibilities**

- i. Provide a 1-page organizational chart that describes the composition of the team for this project. The chart shall include proposed Key Personnel for the Prime Contractor and Key Subcontractor(s). The chart shall also include percent availability (as percentage of total individual's workload) for Key Personnel (Prime and Key Subcontractor(s)) and their proposed role for the duration of the Project.
- ii. Provide a clear description of the proposed team identifying Key Subcontractor(s), their role on the project, and teaming history. If the Prime Contractor has not worked previously with proposed Key Subcontractor(s), describe the proposed approach for ensuring successful completion of the project in accordance with Contract Documents.
- iii. Provide a clear description of the proposed team's Key Personnel roles and responsibilities, including Key Personnel from Key Subcontractor(s).

**c. Qualifications and Experience of Key Personnel Proposed for this Project**

- i. On separate 8 ½" x 11" sheets, provide resumes, one per person and not to exceed one (1) page, for Key Personnel for the Prime Contractor and Key Subcontractors identified on the organizational chart, with the Project Manager's resume being first. Key Personnel resumes should include the following information:
  - Name, job title, education
  - Number of years of total professional experience
  - Number of years/months with current company
  - Number of years/months of experience in proposed role for this project
  - Description of professional qualifications (to include degrees, licenses, certifications, and associations)
  - Brief overview of professional experience
  - Detailed description of capabilities and experience relevant to this project
  - List of all other active projects the team member is assigned to for the duration of the Project, to include the phase and percentage of time allocated to each of the other projects. For each project included in each resume, please clearly

identify whether the project is with current firm or part of the person's past professional experience.

**2. Quality, Reputation, and Ability to Deliver Projects on Schedule and within Budget (15 Points)**

**a. Prime Contractor On-time Completion on Similar Projects in the Past Fifteen (15) Years**

- i. List and describe three (3) completed projects within the last fifteen (15) years of similar size, scope, and complexity to the work described in the Contract Documents for this Project. Respondents should provide references with contact information to include a valid, recently verified email and telephone number for each project listed.

**Each project should include the following information:**

- Project name.
  - Utility/Owner name and contact information (phone number and email address) for Utility/Owner's Project Manager.
  - Role served by the proposed Key Personnel on the project.
  - Original (bid/price) and final construction in place costs.
  - Project description and why it is comparable to the size, scope, and complexity of the project part of this RFCSP.
  - Total costs of change orders, as well as explanation regarding the reason for specific change orders.
  - Date of Notice to Proceed (NTP).
  - Identify whether the project was completed on-time and within budget.
  - Original Contract time (state calendar days or working days).
  - Original Contract substantial completion date and actual substantial completion date.
  - Original contract completion date and actual completion date.
  - Actual number of days beyond the original contract.
  - Actual number of days added through change orders. If Contract time extensions were added to the contract as a result of Prime Contractor's responsibilities, provide a short explanation of each.
  - The recovery schedule/plan and implementation of such, if it was required. If a recovery schedule/plan was implemented, describe whether the project was successfully brought back on schedule.
- ii. Key Personnel must have participated in a minimum of one (1) of the three (3) projects listed. Project Superintendent must have participated in a minimum of one (1) of the three (3) projects listed. QC Manager must have participated in a minimum of one (1) of three (3) projects listed. All other Key Personnel must have participated in a minimum one (1) of the three (3) projects listed. Key Personnel's role on project reference must have been the same as the role proposed for this Project.

- If Respondent has similar (size, scope, and complexity) SAWS project experience completed in the last fifteen (15) years, at a minimum, one (1) SAWS project must be included in the list of three (3) projects provided. If Respondent provides additional completed SAWS projects which are not similar in size, scope, and complexity to the project in the solicitation, those projects will be rejected. All reference projects (SAWS or non-SAWS) provided must be of similar size, scope, and complexity to the project in the solicitation and must have been completed in the last fifteen (15) years.



iii. The Respondent shall provide a list of all current and recently completed projects of new construction and/or rehabilitation of potable water production facility projects which include installing groundwater well pumps and motors, associated site, civil, demolition, structural, mechanical, electrical, and instrumentation and controls, for all Utility Owners in the State of Texas, completed within the past five (5) years. Respondent shall provide the following information for each project:

- Project name.
- Utility/Owner name.
- Date of Notice to Proceed (NTP).
- Original Contract time (State Calendar Days or Working Days).
- Original Contract completion date and actual completion date. If project is not complete at the time of submission, Respondent shall provide the current % Complete based on contract time.
- Original (bid/price) and final construction in place costs. If project is not complete at the time of submission, Respondent shall provide the current % Complete based on contract value as of the most recent application for payment.
- Identify whether the project was completed on-time and within budget, as applicable.

iv. The Respondent shall provide a list of **all** projects currently under construction in which Key Personnel are involved, as identified in the organizational chart provided in the response for this RFCSP, and the expected completion date that demonstrates Respondent’s ability to start and complete the work required by the project.

**b. Key Subcontractor(s) Performance on Similar Projects in the Past Ten (10) Years**

- i. Provide a list of two (2) projects that the identified Key Electrical Subcontractor has completed within the last ten (10) years. The projects must be of similar size, scope, and complexity to the work described in the Contract Documents. Subcontractor’s Project Manager and Project Superintendent shall have participated in a minimum of one of the two (2) projects. Key Personnel’s role on project reference must have been the same as the role proposed for this Project.
- ii. Provide a list of two (2) projects that the identified Key Instrumentation and Controls Subcontractor has completed within the last ten (10) years. The projects must be of similar size, scope, and complexity to the work described in the Contract Documents. Subcontractor’s Project Manager and Project Superintendent shall have

participated in a minimum of one of the two (2) projects. Key Personnel’s role on project reference must have been the same as the role proposed for this Project.



iii. Provide a list of two (2) projects that the identified Key Well Pump Installer Subcontractor has completed within the last ten (10) years. The projects must be of similar size, scope, and complexity to the work described in the Contract Documents. Subcontractor’s Project Manager and Project Superintendent shall have participated in a minimum of one of the two (2) projects. Key Personnel’s role on project reference must have been the same as the role proposed for this Project.

iv. If Prime Contractor is planning to self-perform the Work in accordance with the Contract Documents and no Key Subcontractor(s) have been identified in the Response, 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 in the State of Texas within the last ten (10) years. Prime Contractor’s Key Personnel shall have participated in a minimum of one (1) of the two (2) projects listed, for each Key Subcontractor role being replaced. Describe the role served by the proposed staff on those projects.

Each project should include the following information:

- Project name.
- Utility/Owner name and contact information (phone number and email address) for Utility/Owner’s Project Manager.
- Role served by the proposed Key Personnel on the project.
- Project description and why it is comparable to the size, scope, and complexity of the project part of this RFCSP.
- Original (bid/price) and final construction in place costs.
- Total costs of change orders, as well as explanation regarding the reason for specific change orders.
- Date of Notice to Proceed (NTP).
- Identify whether the project was completed on-time and within budget.
- Original Contract time (Specify Calendar Days or Working Days).
- Original Contract substantial completion date and actual substantial completion date.
- Original Contract completion date and actual completion date.
- Actual number of days beyond the original contract.
- Actual number of days added through change orders. If Contract time extensions were added to the contract as a result of Contractor’s or Key Subcontractor’s responsibilities, provide a short explanation of each.
- The recovery schedule/plan and implementation of such, if it was required. If a recovery schedule/plan was implemented, describe whether the project was successfully brought back on schedule. Please discuss, as necessary and deemed appropriate.

**c. Prime Contractor Safety Performance on Similar Projects in the Past Three (3)**

**Years**

- i. Provide records showing Total Recordable Incident Rate (TRIR) for each year for the past three (3) years for the Prime Contractor with backup documentation.
- ii. Provide records detailing all formal Complaints, Inquiries, Investigations, and/or Violations by OSHA or any state or local level OSHA program for the past three (3) years for the Prime Contractor with backup documentation.
- iii. List any fatalities in the company's safety history for the Prime Contractor. If Respondent has had fatalities in their record, please provide a detailed description of corrective measures taken, new or additional safety training provided, and process improvements made to prevent near-miss incidents and fatalities since the occurrence of the fatality.

**d. Safety Information for Key Subcontractor(s) on Similar Projects in the Past Three (3) Years**

- i. Provide records showing Total Recordable Incident Rate (TRIR) for each year for the past three (3) years for Key Subcontractor(s) with backup documentation.
- ii. Provide records detailing all formal Complaints, Inquiries, Investigations, and/or Violations by OSHA or any state or local level OSHA program for the past three (3) years for Key Subcontractor(s) with backup documentation.
- iii. List any fatalities in the company's safety history for the Key Subcontractor(s). If Key Subcontractor(s) had fatalities in their record, please provide a detailed description of corrective measures taken, new or additional safety training provided, and process improvements made to prevent near-miss incidents and fatalities since the occurrence of the fatality.

**If valid contact information is not provided, the project may not be considered and the Respondent's score for this criterion may be reduced and/or Respondent's proposal may be deemed non-responsive.**

**3. Project Approach, Schedule, and Availability (18 Points)**

**a. Project Approach**

- i. Provide a narrative of the project approach describing how the Respondent will complete this project. Include key milestones, specific critical processes and critical path items, submittals and shop drawings, phases and/or sequencing, coordination of trades and disciplines, permits, approvals, coordination with SAWS staff, coordination with other contractors and projects, coordination with permitting agencies and project stakeholders, and procurement of critical equipment and

materials anticipated to complete the project work. Identify potential risks and describe proposed mitigation measures to ensure on-time completion of the Project.

- ii. Explain how Respondent will coordinate with other utility providers (e.g., CPS Energy) involved in the project to ensure timely completion of their activities as they relate to this project. Explain how Respondent will coordinate with Owner's Operations staff throughout the Project. Describe how the Respondent will coordinate with property owners and business owners being impacted by the Project. Describe the Respondent's approach for securing permits (e.g., ROW, SWPPP, etc.) and/or complying with permit requirements for which the System is the permit holder (TCEQ, Tree Permit, City of San Antonio, etc.).
- iii. Provide a description of proposed shutdown plan, sequence of critical path construction activities, coordination with subcontractors for various trades and disciplines, advanced coordination with Owner, pre-shutdown plan and preparation, post-shutdown plan, and opportunities for reduced downtime.
- iv. Provide a description of the approach specifically addressing the procurement of the following items: electrical and I&C components, well pumps/motors, large diameter pipe, valves, and other long-lead time equipment and devices.
- v. Provide any innovative ideas for cost savings (construction sequencing, method or construction duration, supply chain management and logistics, procurement of critical items, and availability of materials and equipment) for this project.
- vi. Provide a Quality Management Plan (QMP) describing how the Prime Contractor will ensure that the necessary steps, safeguards, subcontractor oversight, QC processes, and document controls will be implemented in a rigorous manner as to ensure the completeness, workmanship, accuracy, and timely completion of the Project.

**b. Project Schedule and Unforeseen Conditions**

- i. Provide a critical path method (CPM) schedule in Primavera or Microsoft Project. The schedule shall include milestones, specific critical processes and critical path items, construction phases, permits and approvals, coordination with stakeholders, security clearances, and procurements anticipated to complete the project work. The anticipated notice to proceed (NTP) for this Project is **July 15, 2024**. Respondent shall use this date for developing the proposed project schedule.
- ii. Explain how Respondent will complete the project within the schedule taking into account the existing commitments identified in 2.a.iv.
- iii. Identify long-lead time items and critical path shop drawing submittals.
- iv. Provide details for the procurement and delivery of well pumps and motors, large diameter pipe, valves, and other electrical and I&C components and other long-lead

time equipment and devices.

- v. From past project experience, 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.
- vi. Describe the Respondent's approach towards mitigating and managing unforeseen conditions should they be encountered during the construction of this Project.

**SAWS, in reviewing Respondents' proposals, is looking for Respondents that can meet all necessary milestones and complete the work within the Contract time given for completion. A Respondent's inability to meet milestones and complete the Work in the time provided may result in the Respondent's score for these criteria being reduced and/or Respondent's proposal deemed non-responsive.**

**c. Availability of Key Personnel and Equipment**

- i. Describe availability of Key Personnel (Prime and Key Subcontractors) that will be specifically assigned to this Project.
- ii. Describe availability of equipment and facilities that will be specifically utilized for this Project.
- iii. Corresponding with the organizational chart provided, list the available workforce for the various disciplines required for this project including the number of work crews, and number of personnel for each skill classification proposed to complete the work.

**4. Price (40 Points)**

The Proposal with the lowest total price will receive forty (40) points. Proposals will receive a percentage of the forty (40) points based on a comparison with the lowest total price proposal as described below.

Computation Steps:

- i. Step 1. Determine lowest total price and award 40 points for price.
- ii. Step 2. Calculate the ratio between the lowest total price and each proposal. Multiply the ratio by 40 to obtain the points earned.

Proposal	Price	Calculation	Points Earned
A	\$9,350,000	$(7,750,665/9,350,000) \times 40$	33.16
B	\$10,125,800	$(7,750,665/10,125,800) \times 40$	30.62
C	\$7,750,665	$(7,750,665/7,750,665) \times 40$	40.00
D	\$8,565,450	$(7,750,665/8,565,450) \times 40$	36.20
E	\$12,700,000	$(7,750,665/12,700,000) \times 40$	24.41

**5. Small Business Opportunities Program (SBOP) Participation (10 Points)**

- a. Equal Employment Opportunity Requirements - SAWS highly encourages Respondents to implement Affirmative Action practices in their employment programs. This means Respondents should not discriminate against any employee or applicant for employment because of race, color, religion, sex, pregnancy, sexual orientation, national origin, political belief or affiliation, age, disability or genetic information.

The SAWS Board of Trustees has adopted a Small Business Opportunities Program (SBOP) Policy to establish and oversee a program that will support the inclusion of local Small, Minority, and Woman-owned Businesses (SMWBs). It is the policy of SAWS that it will ensure that local SMWBs have an equal opportunity to compete for, receive and participate in SAWS contracts. It is our policy to:

- Ensure nondiscrimination in the award and administration of SAWS contracts;
- Create a level playing field on which SMWBs can compete fairly for SAWS contracts;
- Ensure that only firms that conduct good faith efforts are considered for contract awards.

Respondent’s commitment to SAWS SBOP policy will be based on meeting or exceeding the stated SBOP goal. The SBOP goal is based on the availability of local Minority and Woman-owned Business Enterprises for the specific scopes of work associated with this contract. Points will be awarded based upon meeting or exceeding the SBOP goal.

Please note that as of 3/5/2024, an updated SBOP Policy and scoring methodology are being implemented by San Antonio Water System. **The maximum number of SBOP points to be earned is 10 points.** Self-performance of the Respondent and subcontracting may be used to achieve the mandatory goal and earn points. **SMWB-certified Respondents and/or subcontractors must be certified by the South Central Texas Regional Certification Agency or the Texas Historically Underutilized Business “HUB” Program.** Eligible firms (including MBEs and WBEs) must also be certified as a **Small Business Enterprise (SBE), must perform a commercially- useful function** on the project, and **must have a local presence in the Relevant Marketplace** in order to be eligible for SBOP points. Please see the Good Faith Effort Plan for definitions of terms. All Respondents, whether SMWB or not, may earn the maximum number of SBOP points (10) by meeting or exceeding the stated SBOP goal. N Bidders that do not provide proof of Good Faith Outreach Efforts at the time bids are due may be disqualified.





**A. SBOP Scoring Method: Up to 10 Points (by percentage) may be earned for meeting or exceeding the stated SBOP goal. SBOP Points will be assessed on a tiered scale.**

**20% SBOP Goal**

- **SMWBs' Participation between 1.00% - 4.99%: Two (2) Points**
- **SMWBs' Participation between 5.00% - 9.99%: Four (4) Points**
- **SMWBs' Participation between 10.00% – 14.99%: Six (6) Points**
- **SMWBs' Participation between 15.00% - 19.99%: Eight (8) Points**
- **SMWBs' Participation meeting or exceeding 20.00%: Ten (10) Points**

**B. Optional:** Prior subcontractor/supplier utilization and compliance with SBOP goals may be considered when totaling the SBOP score. The decision to deduct SBOP points will be based upon data for the past 2 years from the Subcontractor Payment & Utilization Reporting (SPUR) System. This applies to SMWB and Non-SMWB Prime Contractors' utilization of their SMWB subcontractors/suppliers. Up to 3 points may be deducted from the SBOP score for discrepancies between the pledged SBOP goal, and the current/ongoing actual utilization of SBOP subcontractors/suppliers on recent SAWS projects. This option does not apply to work order/unspecified contracts.

<ul style="list-style-type: none"> <li>• Total SMWB Subconsultant compliance discrepancy between 3% - 4%: Deduct 1 Point</li> </ul>
<ul style="list-style-type: none"> <li>• Total SMWB Subconsultant compliance discrepancy between 4% - 5%: Deduct 2 Points</li> </ul>
<ul style="list-style-type: none"> <li>• Total SMWB Subconsultant compliance discrepancy greater than 5%: Deduct 3 Points</li> </ul>

- b. The SBOP goal is expressed as a percentage of the total dollar amount of the contract going to SMWBs for those areas which the Respondent has subcontracted or anticipates to subcontract, including any future change orders. The goal shall also apply to change orders that require work beyond the scope of services originally required to accomplish the project.
- c. The Respondent agrees to employ good faith efforts to carry out this policy through award of subcontracts to SMWBs to the fullest extent possible.
- d. The SAWS Good Faith Effort Plan (GFEP) will be used for scoring purposes based upon SMWB participation. However, **all subcontractors and/or suppliers, whether SMWB-certified or not, must be listed in the GFEP**, because the information provided in the GFEP will be used to develop the final contract/agreement. The GFEP format is attached as Exhibit “B.” This form is required and considered part of the response to the RFCSP. Should the Good Faith Effort Plan not be submitted, the proposal may be considered non-responsive.
- e. Notices to firms contacted by the Respondent for specific scopes of work identified for subconsulting/supply opportunities must be provided to sub-consultant/supplier ***not less than five (5) business days prior to the solicitation due date.***
- f. SOLICITATION METHOD(S) UTILIZED FOR GOOD FAITH OUTREACH:  
At least two methods of solicitation are required, and the approved methods to be utilized for the solicitation are listed below. Copies of the actual postings, direct contact email/phone log, etc. must be attached to this form as support documentation for each method used. Failure to adequately follow these steps will result in the requirement to take additional steps in order to become compliant.
  - Newspaper Advertisements
  - Meetings or Conferences
  - Trade Association Publications
  - Minority Media
  - Internet & Web Postings Other Government Publications
  - Direct Contact by Phone, Fax, USPS Mail, or Email\*

\*If using direct contact, entities must solicit to a minimum of 3 SMWB businesses/firms for each scope of work that Respondent intends to engage a subconsultant for (i.e., construction, supplies, equipment, or services).
- g. The successful Respondent is required to electronically submit actual subcontractor payment information using the Subcontractor Payment and Utilization Reporting (S.P.U.R.) System, accessed through a link on SAWS’ “Business Center” web page. Payment reporting will begin with the first SAWS payment for services under the contract, and with every payment thereafter (for the duration of the contract). The Contractor and all subcontractors will be provided a unique log-in credential and

password to access the SAWS subcontractor payment reporting system. The link may be accessed through the following internet address: <https://saws.smwbe.com/>

Training on the use of the system will be provided by SAWS upon request. After the prime receives payment from SAWS, electronic submittals will require data entry of the actual amount paid to each subcontractor listed on the Contractor's Good Faith Effort Plan. Any unjustified failure to comply with the committed SBOP levels may be considered breach of contract.

If there is not an opportunity to subcontract any components of the contract, then use of the S.P.U.R. System is not applicable.

- h. Please contact the SBOP Manager at 210-233-3420 or [marisol.robles@saws.org](mailto:marisol.robles@saws.org) for any questions pertaining to the Good Faith Effort Plan or the SBOP, or S.P.U.R. System reporting.

## F. FORMAT OF PROPOSALS

- a. Proposals shall be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of this RFCSP. Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements, responsiveness to the evaluation criteria, and an understanding of SAWS needs.
- b. Respondents shall utilize the fillable forms provided by the System to prepare the response to this RFCSP. The cover, table of contents, divider sheets, proposal checklist, financial statement, Good Faith Effort Plan, Price Proposal, and any other required documents will not count as printed pages.
- c. Proposals shall be submitted in three (3) pdf files electronically. Respondents should reference the revised Respondent's Proposal Checklist to ensure all required items are included.
- d. Respondents shall carefully read the information contained in this RFCSP and submit a complete response to all requirements and questions as directed. Incomplete Proposals will be considered non-responsive and subject to rejection.
- e. Proposals and any other information submitted by Respondents in response to this RFCSP shall become the property of SAWS.
- f. Proposals shall be prepared using letter-size 8-1/2" x 11" pages. The project schedule may be provided using tabloid-size 11" x 17" paper.
- g. Separate and identify each evaluation criteria response of this RFCSP by use of a divider sheet with an integral tab for ready reference in the order indicated within the Respondent's Proposal Checklist.

### Evaluation Criteria Form

1

*The intent of this document is to provide Respondents a structure for their responses. While there are page limits for the RFCSP, the Evaluation Criteria forms are required forms and do not have page or character limitations.*

*Respondents should provide answers to the questions below in the order and spaces provided to ensure continuity between Respondent's submissions.*

*When responding to the questions below, Respondents should use the space provided in this form, unless otherwise indicated.*

**If all fields are not completed, the proposal may be deemed non-responsive.**

#### **1. Team Qualifications and Experience (17 Points)**

##### **a. Organizational Structure and Information of the Prime Contractor**

- i. Provide current business organizational structure, type of business structure, and stability of organization.
- ii. Provide total number of employees and annual company revenues as of December 31, 2023.
- iii. Provide Debarment history for the company for the last ten (10) years.
- iv. Provide any litigation, arbitration, and claims history for the last three (3) years and any litigation, arbitration, and claims history with SAWS regardless of the year they occurred.
- v. Indicate the number of years performing contracting/construction work under current legal business name and/or previous legal business name(s).

**b. Proposed Team Structure and Key Personnel Roles and Responsibilities**

*(Prior to responding to this section, refer to the Supplementary Instructions to Respondents for definitions and other requirements.)*

- i. Provide a 1-page organizational chart that describes the composition of the team for this project. The chart shall include proposed Key Personnel for the Prime Contractor and Key Subcontractor(s). The chart shall also include percent availability (as percentage of total individual's workload) for Key Personnel (Prime and Key Subcontractor(s)) and their proposed role for the duration of the Project.

Note: Insert Organizational Chart here or in the next page.

Note: Insert Organizational Chart here or in the previous page.

- ii. Provide a clear description of the proposed team identifying Key Subcontractor(s), their role on the project, and teaming history. If the Prime Contractor has not worked previously with proposed Key Subcontractor(s), describe the proposed approach for ensuring successful completion of the project in accordance with Contract Documents.

*(Use the table provided below. Add rows as needed based on the proposed team for this project.)*

Team Member	Company Name	Proposed Role	Worked with in the Past
Prime Contractor			
Key Subcontractor #1			<input type="checkbox"/> Yes <input type="checkbox"/> No
Key Subcontractor #2			<input type="checkbox"/> Yes <input type="checkbox"/> No
Key Subcontractor #3			<input type="checkbox"/> Yes <input type="checkbox"/> No
Key Subcontractor #4			<input type="checkbox"/> Yes <input type="checkbox"/> No
Key Subcontractor #5			<input type="checkbox"/> Yes <input type="checkbox"/> No

**Describe teaming history between Prime Contractor and proposed Key Subcontractor(s):**

**Describe Proposed approach for managing Subcontractor(s), including Key Subcontractor(s):**

- iii. Provide a clear description of the proposed team’s Key Personnel roles and responsibilities, including Key Personnel from Key Subcontractor(s).

*(Use the table provided below. Add rows as needed based on the proposed team composition for this project.)*

Team Member	Proposed Key Personnel Role	Name of Key Personnel	Included in Org Chart?
Prime Contractor	Project Manager		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Superintendent		<input type="checkbox"/> Yes <input type="checkbox"/> No
	QC Manager		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Other:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Key Subcontractor #1	Project Manager		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Superintendent		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Other:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Key Subcontractor #2	Project Manager		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Superintendent		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Other:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Key Subcontractor #3	Project Manager		<input type="checkbox"/> Yes <input type="checkbox"/> No



Team Member	Proposed Key Personnel Role	Name of Key Personnel	Included in Org Chart?
	Superintendent		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Other:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Key Subcontractor #4	Project Manager		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Superintendent		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Other:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Key Subcontractor #5	Project Manager		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Superintendent		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Other:		<input type="checkbox"/> Yes <input type="checkbox"/> No

**c. Qualifications and Experience of Key Personnel Proposed for this Project**

i. *Using separate 8 ½” x 11” sheet(s), titled “Team Qualifications and Experience – Resume” inserted immediately following this section:*

Provide resumes for Key Personnel for the Prime Contractor and Key Subcontractor(s) identified on the organizational chart, one per person, not to exceed one (1) page each with the Project Manager’s resume being first.

*(As part of this criteria, use the check boxes below as a checklist to help ensure the information above is understood and information provided follows the guidelines listed above.)*

- Project Manager’s resume is first
- Resumes for all Key Personnel for the Prime Contractor have been included
- Resumes for all Key Personnel for the Prime Contractor have been identified on the organizational chart
- Resumes for all Key Personnel for the Prime Contractor do not exceed one (1) page each
- Resumes for all Key Personnel for the Key Subcontractor(s) have been included
- Resumes for all Key Personnel for the Key Subcontractor(s) have been identified on the organizational chart
- Resumes for all Key Personnel for the Key Subcontractor(s) do not exceed one (1) page each
- All resumes provided include the following information:
  - Name, job title, education
  - Number of years of total professional experience
  - Number of years/months with current firm
  - Number of years/months of experience in proposed role for this project
  - Description of professional qualifications to include degrees, licenses, certifications, and associations
  - Brief overview of professional experience
  - Detailed description of capabilities and experience relevant to this project

- List of all other active projects the team member is assigned to for the duration of the Project, to include the phase and percentage of time allocated to each of the other projects. For each project included in each resume, please clearly identify whether the project is with current firm or part of the person's past professional experience.

Note: Insert 1-page resumes here for Key Personnel for the Prime Contractor and Key Subcontractor(s) identified on the organizational chart

One (1) resume per page.

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***END OF TEAM QUALIFICATIONS AND EXPERIENCE CRITERIA***

**2. Quality, Reputation, and Ability to Deliver Projects on Schedule and within Budget (15 Points)**

**a. Prime Contractor On-Time Completion on Similar Projects in the Past Fifteen (15) Years**

*Use the tables provided below to respond to the following:*

- i. List and describe three (3) completed projects within the last fifteen (15) years of similar size, scope, and complexity to the work described in the Contract Documents for this Project. Respondents should provide references with contact information to include a valid, recently verified email and telephone number for each project listed.
- ii. Key Personnel must have participated in a minimum of one (1) of the three (3) projects listed. Proposed Project Superintendent must have participated in a minimum of one (1) of the three (3) projects listed. Proposed QC Manager must have participated in a minimum of one (1) of the three (3) projects listed. All other Key Personnel must have participated in a minimum of one (1) of the three (3) projects listed. Key Personnel's role on project reference must have been the same as the role proposed for this Project.
  - If Respondent has similar (size, scope, and complexity) SAWS project experience completed in the last fifteen (15) years, at a minimum, one (1) SAWS project must be included in the list of three (3) projects provided. If Respondent provides additional completed SAWS projects which are not similar in size, scope, and complexity to the project in the solicitation, those projects will be rejected. All reference projects (SAWS or non-SAWS) provided must be of similar size, scope, and complexity to the project in the solicitation and must have been completed in the last fifteen (15) years.

**If valid contact information is not provided, the project will not be considered and the Respondent's score for this criterion may be reduced and/or Respondent's proposal may be deemed non-responsive.**

**Project #1**

<b>Project Name:</b>	
Utility/Owner name:	
Utility/Owner Project Manager's name and contact information to include a valid, recently verified email and telephone number:	
Proposed Contractor's Key Personnel who participated on this project:	
Key Personnel's role on this project:	
Project is within the last fifteen (15) years:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Project has similar size, scope, and complexity to the work described in the Contract Documents:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Detailed project description and explanation for why it is comparable to the size, scope and complexity for this item:  (Note: please include sufficient project details so similarity and applicability of project reference can be determined. Include details like facility footprint, greenfield or rehabilitation, capacity of pump station in mgd, number of pumps, type of pumps, capacity of each pump (gpm or mgd), materials of construction for yard piping and pipe diameter, # of well pumps and motors replaced, number and size of buildings built, shutdown duration, and other specific project details.)	
Original bid/price and final construction in place costs:	
Total costs for all change orders, as well as an explanation regarding the reason for specific change orders:	
Construction Contract Notice to Proceed (NTP) Date:	
Identify whether the project was completed on-time and within budget:	On-time: <input type="checkbox"/> Yes <input type="checkbox"/> No Within budget: <input type="checkbox"/> Yes <input type="checkbox"/> No
Original Contract Time (specify Calendar Days or Working Days):	
Original Contract Substantial Completion Date and Actual Substantial Completion Date:	
Original Contract Completion Date and Actual Completion Date:	
Actual number of days beyond the original contract:	

<p>Actual number of days added through change orders. If Contract time extensions were added to the contract as a result of Prime Contractor's responsibilities, provide a short explanation of each.</p>	
<p>The recovery schedule/plan and implementation of such, if it was required. If a recovery/plan schedule was implemented, describe whether the project was successfully brought back on schedule. Please discuss, as necessary and deemed appropriate.</p>	

**Project #2**

<b>Project Name:</b>	
Utility/Owner name:	
Utility/Owner Project Manager's name and contact information to include a valid, recently verified email and telephone number:	
Proposed Contractor's Key Personnel who participated on this project:	
Key Personnel's role on this project:	
Project is within the last fifteen (15) years:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Project has similar size, scope, and complexity to the work described in the Contract Documents:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Detailed project description and explanation for why it is comparable to the size, scope and/or complexity for this item:  (Note: please include sufficient project details so similarity and applicability of project reference can be determined. Include details like facility footprint, greenfield or rehabilitation, capacity of pump station in mgd, number of pumps, type of pumps, capacity of each pump (gpm or mgd), materials of construction for yard piping and pipe diameter, # of well pumps and motors replaced, number and size of buildings built, shutdown duration, and other specific project details.)	
Original bid/price and final construction in place costs:	
Total costs for all change orders, as well as an explanation regarding the reason for specific change orders:	
Construction Contract Notice to Proceed (NTP) Date:	
Identify whether the project was completed on-time and within budget:	On-time: <input type="checkbox"/> Yes <input type="checkbox"/> No Within budget: <input type="checkbox"/> Yes <input type="checkbox"/> No
Original Contract Time (specify Calendar Days or Working Days):	
Original Contract Substantial Completion Date and Actual Substantial Completion Date:	
Original Contract Completion Date and Actual Completion Date:	
Actual number of days beyond the original contract:	

<p>Actual number of days added through change orders. If Contract time extensions were added to the contract as a result of Prime Contractor's responsibilities, provide a short explanation of each.</p>	
<p>The recovery schedule/plan and implementation of such, if it was required. If a recovery/plan schedule was implemented, describe whether the project was successfully brought back on schedule. Please discuss, as necessary and deemed appropriate.</p>	



**Project #3**

<b>Project Name:</b>	
Utility/Owner name:	
Utility/Owner Project Manager's name and contact information to include a valid, recently verified email and telephone number:	
Proposed Contractor's Key Personnel who participated on this project:	
Key Personnel's role on this project:	
Project is within the last fifteen (15) years:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Project has similar size, scope, and complexity to the work described in the Contract Documents:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Detailed project description and explanation for why it is comparable to the size, scope and/or complexity for this item:  (Note: please include sufficient project details so similarity and applicability of project reference can be determined. Include details like facility footprint, greenfield or rehabilitation, capacity of pump station in mgd, number of pumps, type of pumps, capacity of each pump (gpm or mgd), materials of construction for yard piping and pipe diameter, # of well pumps and motors replaced, number and size of buildings built, shutdown duration, and other specific project details.)	
Original bid/price and final construction in place costs:	
Total costs for all change orders, as well as an explanation regarding the reason for specific change orders:	
Construction Contract Notice to Proceed (NTP) Date:	
Identify whether the project was completed on-time and within budget:	On-time: <input type="checkbox"/> Yes <input type="checkbox"/> No Within budget: <input type="checkbox"/> Yes <input type="checkbox"/> No
Original Contract Time (specify Calendar Days or Working Days):	
Original Contract Substantial Completion Date and Actual Substantial Completion Date:	
Original Contract Completion Date and Actual Completion Date:	
Actual number of days beyond the original contract:	

<p>Actual number of days added through change orders. If Contract time extensions were added to the contract as a result of Prime Contractor's responsibilities, provide a short explanation of each.</p>	
<p>The recovery schedule/plan and implementation of such, if it was required. If a recovery/plan schedule was implemented, describe whether the project was successfully brought back on schedule. Please discuss, as necessary and deemed appropriate.</p>	

1

iii. The Respondent shall provide a list of all current and recently completed projects of new construction and/or rehabilitation of potable water production facility projects which include installing groundwater well pumps and motors, associated site, civil, demolition, structural, mechanical, electrical, and instrumentation and controls, for all Utility Owners in the State of Texas, completed within the past five (5) years. Respondent shall provide the following information for each project.

*(Use the table provided below to respond. Repeat the table as many times as needed to provide the information requested for all relevant projects.)*

**Project #1**

1

Project Name:	
Utility / Owner Name:	
Contact Information:	
Date of Notice to Proceed:	
Original Contract Time (calendar days or working days):	
Original Contract Completion Date:	
Actual Contract Completion Date (if not complete, provide % complete based on Contract Time):	
Original Bid Price / Price Proposal:	
Final Construction In-place Cost (if not complete, provide percent (%) complete based on Contract Value and most recent application for payment):	
Was the project completed on-time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the project completed within budget?	<input type="checkbox"/> Yes <input type="checkbox"/> No

- iv. The Respondent shall provide a list of **all** projects currently under construction in which Key Personnel are involved, as identified in the organizational chart provided in the response for this RFCSP, and the expected completion date that demonstrates Respondent’s ability to start and complete the work required by the project.

*(Use the table provided below to respond. Insert additional rows to the table above, as needed.)*

Key Personnel Name	Company Affiliation	Project Name	% Time Allocated	Project Completion Date

**b. Key Subcontractors Performance on Similar Projects in the Past Ten (10) Years**

*(Use the tables provided below to respond)*

- i. Provide a list of two (2) projects that the identified Electrical Subcontractor has completed within the last ten (10) years. The projects must be of similar size, scope, and complexity to the work described in the Contract Documents. Subcontractor’s Project Manager and Project Superintendent shall have participated in a minimum of one of the two (2) projects. Key Personnel’s role on project reference must have been the same as the role proposed for this Project.
- ii. Provide a list of two (2) projects that the identified Key Instrumentation and Controls (I&C) Subcontractor has completed within the last ten (10) years. The projects must be of similar size, scope, and complexity to the work described in the Contract Documents. Subcontractor’s Project Manager and Project Superintendent shall have participated in a minimum of one of the two (2) projects. Key Personnel’s role on project reference must have been the same as the role proposed for this Project.



iii. Provide a list of two (2) projects that the identified Key Well Pump Installer Subcontractor has completed within the last ten (10) years. The projects must be of similar size, scope, and complexity to the work described in the Contract Documents. Subcontractor’s Project Manager and Project Superintendent shall have participated in a minimum of one of the two (2) projects. Key Personnel’s role on project reference must have been the same as the role proposed for this Project

- iv. If Prime Contractor is planning to self-perform the Work in accordance with the Contract Documents and no Key Subcontractor(s) have been identified in the Response, 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 in the State of Texas within the last ten (10) years. Prime Contractor's Key Personnel shall have participated in a minimum of one (1) of the two (2) projects listed, for each Key Subcontractor role being replaced. Describe the role served by the proposed staff on those projects.

**If valid contact information is not provided, the project will not be considered and the Respondent's score for this criterion may be reduced and/or Respondent's proposal may be deemed non-responsive.**

**Key Electrical Subcontractor Performance Project #1**

**Name of Sub-Contractor:**

<b>Project Name:</b>	
Identify if the Project was performed by <b>Sub-Contractor</b> or if Prime Contractor <b>Self-Performed</b>	
Utility/Owner name:	
Utility/Owner Project Manager's name: and contact information to include a valid, recently verified email and telephone number:	
Proposed Key Subcontractor's Key Personnel who participated on this project:	
Key Personnel's role on this project:	
Project is within the last ten (10) years:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Key Sub-Contractor's Key Personnel involved in this Project were identified on the organizational chart:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Project has similar size, scope, and complexity to the work described in the Contract Documents:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Detailed project description and explanation for why it is comparable to proposed Key Subcontractor's role on the Project:	
Original bid/price and final construction in place costs:	
Total costs for all change orders, as well as an explanation regarding the reason for specific change orders:	
Construction Contract Notice to Proceed (NTP) Date:	
Identify whether the Project was completed on-time and within budget:	On time: <input type="checkbox"/> Yes <input type="checkbox"/> No Within budget: <input type="checkbox"/> Yes <input type="checkbox"/> No
Original Contract Time (specify Calendar Days or Working Days):	
Original Contract Substantial Completion Date and Actual Substantial Completion Date:	
Original Contract Completion Date and Actual Completion Date:	
Actual number of days beyond the original contract:	

<p>Actual number of days added through change orders. If Contract time extensions were added to the contract as a result of Key Sub-Contractor's responsibilities, provide a short explanation of each.</p>	
<p>The recovery schedule/plan and implementation of such, if it was required. If a recovery/plan schedule was implemented, describe whether the project was successfully brought back on schedule. Please discuss, as necessary and deemed appropriate.</p>	

**Key Electrical Subcontractor Performance Project #2**

**Name of Contractor:**

<b>Project Name:</b>	
Identify if the Project was performed by <b>Sub-Contractor</b> or if Prime Contractor <b>Self-Performed</b>	
Utility/Owner name:	
Utility/Owner Project Manager's name: and contact information to include a valid, recently verified email and telephone number:	
Proposed Key Subcontractor's Key Personnel who participated on this project:	
Key Personnel's role on this project:	
Project is within the last ten (10) years:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Key Sub-Contractor's Key Personnel involved in this Project were identified on the organizational chart:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Project has similar size, scope, and complexity to the work described in the Contract Documents:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Detailed project description and explanation for why it is comparable to proposed Key Subcontractor's role on the Project:	
Original bid/price and final construction in place costs:	
Total costs for all change orders, as well as an explanation regarding the reason for specific change orders:	
Construction Contract Notice to Proceed (NTP) Date:	
Identify whether the Project was completed on-time and within budget:	On time: <input type="checkbox"/> Yes <input type="checkbox"/> No Within budget: <input type="checkbox"/> Yes <input type="checkbox"/> No
Original Contract Time (specify Calendar Days or Working Days):	
Original Contract Substantial Completion Date and Actual Substantial Completion Date:	
Original Contract Completion Date and Actual Completion Date:	
Actual number of days beyond the original contract:	



<p>Actual number of days added through change orders. If Contract time extensions were added to the contract as a result of Key Sub-Contractor's responsibilities, provide a short explanation of each.</p>	
<p>The recovery schedule/plan and implementation of such, if it was required. If a recovery/plan schedule was implemented, describe whether the project was successfully brought back on schedule. Please discuss, as necessary and deemed appropriate.</p>	

**Key Instrumentation and Controls Subcontractor Performance Project #1**

**Name of Contractor:**

<b>Project Name:</b>	
Identify if the Project was performed by <b>Sub-Contractor</b> or if Prime Contractor <b>Self-Performed</b>	
Utility/Owner name:	
Utility/Owner Project Manager's name: and contact information to include a valid, recently verified email and telephone number:	
Proposed Key Subcontractor's Key Personnel who participated on this project:	
Key Personnel's role on this project:	
Project is within the last ten (10) years:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Key Sub-Contractor's Key Personnel involved in this Project were identified on the organizational chart:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Project has similar size, scope, and complexity to the work described in the Contract Documents:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Detailed project description and explanation for why it is comparable to proposed Key Subcontractor's role on the Project:	
Original bid/price and final construction in place costs:	
Total costs for all change orders, as well as an explanation regarding the reason for specific change orders:	
Construction Contract Notice to Proceed (NTP) Date:	
Identify whether the Project was completed on-time and within budget:	On time: <input type="checkbox"/> Yes <input type="checkbox"/> No Within budget: <input type="checkbox"/> Yes <input type="checkbox"/> No
Original Contract Time (specify Calendar Days or Working Days):	
Original Contract Substantial Completion Date and Actual Substantial Completion Date:	
Original Contract Completion Date and Actual Completion Date:	
Actual number of days beyond the original contract:	

<p>Actual number of days added through change orders. If Contract time extensions were added to the contract as a result of Key Sub-Contractor's responsibilities, provide a short explanation of each.</p>	
<p>The recovery schedule/plan and implementation of such, if it was required. If a recovery/plan schedule was implemented, describe whether the project was successfully brought back on schedule. Please discuss, as necessary and deemed appropriate.</p>	

**Key Instrumentation and Controls Subcontractor Performance Project #2**

**Name of Contractor:**

<b>Project Name:</b>	
Identify if the Project was performed by <b>Sub-Contractor</b> or if Prime Contractor <b>Self-Performed</b>	
Utility/Owner name:	
Utility/Owner Project Manager's name: and contact information to include a valid, recently verified email and telephone number:	
Proposed Key Subcontractor's Key Personnel who participated on this project:	
Key Personnel's role on this project:	
Project is within the last ten (10) years:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Key Sub-Contractor's Key Personnel involved in this Project were identified on the organizational chart:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Project has similar size, scope, and complexity to the work described in the Contract Documents:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Detailed project description and explanation for why it is comparable to proposed Key Subcontractor's role on the Project:	
Original bid/price and final construction in place costs:	
Total costs for all change orders, as well as an explanation regarding the reason for specific change orders:	
Construction Contract Notice to Proceed (NTP) Date:	
Identify whether the Project was completed on-time and within budget:	On time: <input type="checkbox"/> Yes <input type="checkbox"/> No Within budget: <input type="checkbox"/> Yes <input type="checkbox"/> No
Original Contract Time (specify Calendar Days or Working Days):	
Original Contract Substantial Completion Date and Actual Substantial Completion Date:	
Original Contract Completion Date and Actual Completion Date:	
Actual number of days beyond the original contract:	

<p>Actual number of days added through change orders. If Contract time extensions were added to the contract as a result of Key Sub-Contractor's responsibilities, provide a short explanation of each.</p>	
<p>The recovery schedule/plan and implementation of such, if it was required. If a recovery/plan schedule was implemented, describe whether the project was successfully brought back on schedule. Please discuss, as necessary and deemed appropriate.</p>	



**Key Well Pump Installer Performance Project #1**

**Name of Contractor:**

<b>Project Name:</b>	
Identify if the Project was performed by <b>Sub-Contractor</b> or if Prime Contractor <b>Self-Performed</b>	
Utility/Owner name:	
Utility/Owner Project Manager's name: and contact information to include a valid, recently verified email and telephone number:	
Proposed Key Subcontractor's Key Personnel who participated on this project:	
Key Personnel's role on this project:	
Project is within the last ten (10) years:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Key Sub-Contractor's Key Personnel involved in this Project were identified on the organizational chart:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Project has similar size, scope, and complexity to the work described in the Contract Documents:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Detailed project description and explanation for why it is comparable to proposed Key Subcontractor's role on the Project:	
Original bid/price and final construction in place costs:	
Total costs for all change orders, as well as an explanation regarding the reason for specific change orders:	
Construction Contract Notice to Proceed (NTP) Date:	
Identify whether the Project was completed on-time and within budget:	On time: <input type="checkbox"/> Yes <input type="checkbox"/> No Within budget: <input type="checkbox"/> Yes <input type="checkbox"/> No
Original Contract Time (specify Calendar Days or Working Days):	
Original Contract Substantial Completion Date and Actual Substantial Completion Date:	
Original Contract Completion Date and Actual Completion Date:	
Actual number of days beyond the original contract:	



<p>Actual number of days added through change orders. If Contract time extensions were added to the contract as a result of Key Sub-Contractor's responsibilities, provide a short explanation of each.</p>	
<p>The recovery schedule/plan and implementation of such, if it was required. If a recovery/plan schedule was implemented, describe whether the project was successfully brought back on schedule. Please discuss, as necessary and deemed appropriate.</p>	



**Key Well Pump Installer Performance Project #2**

**Name of Contractor:**

<b>Project Name:</b>	
Identify if the Project was performed by <b>Sub-Contractor</b> or if Prime Contractor <b>Self-Performed</b>	
Utility/Owner name:	
Utility/Owner Project Manager's name: and contact information to include a valid, recently verified email and telephone number:	
Proposed Key Subcontractor's Key Personnel who participated on this project:	
Key Personnel's role on this project:	
Project is within the last ten (10) years:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Key Sub-Contractor's Key Personnel involved in this Project were identified on the organizational chart:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Project has similar size, scope, and complexity to the work described in the Contract Documents:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Detailed project description and explanation for why it is comparable to proposed Key Subcontractor's role on the Project:	
Original bid/price and final construction in place costs:	
Total costs for all change orders, as well as an explanation regarding the reason for specific change orders:	
Construction Contract Notice to Proceed (NTP) Date:	
Identify whether the Project was completed on-time and within budget:	On time: <input type="checkbox"/> Yes <input type="checkbox"/> No Within budget: <input type="checkbox"/> Yes <input type="checkbox"/> No
Original Contract Time (specify Calendar Days or Working Days):	
Original Contract Substantial Completion Date and Actual Substantial Completion Date:	
Original Contract Completion Date and Actual Completion Date:	
Actual number of days beyond the original contract:	





<p>Actual number of days added through change orders. If Contract time extensions were added to the contract as a result of Key Sub-Contractor's responsibilities, provide a short explanation of each.</p>	
<p>The recovery schedule/plan and implementation of such, if it was required. If a recovery/plan schedule was implemented, describe whether the project was successfully brought back on schedule. Please discuss, as necessary and deemed appropriate.</p>	

**c. Prime Contractor Safety Performance on Similar Projects in the Past Three (3) Years**

- i. Provide records showing Total Recordable Incident Rate (TRIR) for each year for the past three (3) years for the Prime Contractor with backup information.

Company Name(s)	Total Recordable Incident Rate (TRIR)		
	2023	2022	2021
Prime Contractor			

- ii. Provide records detailing all formal Complaints, Inquiries, Investigations, and/or Violations by OSHA or any state or local level OSHA program for the past three (3) years for the Prime Contractor with backup information.
- iii. List any fatalities in the company’s safety history for the Prime Contractor. If Respondent has had fatalities in their record, please provide a detailed description of corrective measures taken, new or additional safety training provided, and process improvements made to prevent near-miss incidents and fatalities since the occurrence of the fatality.

Company Name(s)	Fatalities		
	2023	2022	2021
Prime Contractor			

**d. Safety Information for Key Subcontractor(s) Similar Projects in the Past Three (3) Years**

- i. Provide records showing Total Recordable Incident Rate (TRIR) for each year for the past three (3) years for Key Subcontractor(s) with backup documentation.

Company Name(s)	Total Recordable Incident Rate (TRIR)		
	2023	2022	2021
Key Subcontractor #1			
Key Subcontractor #2			
Key Subcontractor #3			
Key Subcontractor #4			
Key Subcontractor #5			

- ii. Provide records detailing all formal Complaints, Inquiries, Investigations, and/or Violations by OSHA or any state or local level OSHA program for the past three (3) years for Key Subcontractor(s) with backup documentation.
- iii. List any fatalities in the company’s safety history for Key Subcontractor(s). If Key

Subcontractor(s) had fatalities in their record, please provide a detailed description of corrective measures taken, new or additional safety training provided, and process improvements made to prevent near-miss incidents and fatalities since the occurrence of the fatality.

Company Name(s)	Fatalities		
	2023	2022	2021
Key Subcontractor #1			
Key Subcontractor #2			
Key Subcontractor #3			
Key Subcontractor #4			
Key Subcontractor #5			

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***END OF QUALITY, REPUTATION, AND ABILITY TO DELIVER PROJECTS ON SCHEDULE AND WITHIN BUDGET CRITERIA***

### 3. Project Approach, Schedule, and Availability (18 Points)

#### a. Project Approach

- i. Provide a narrative of the project approach describing how the Respondent will complete this project. Include key milestones, specific critical processes and critical path items, submittals and shop drawings, phases and/or sequencing, coordination of trades and disciplines, permits, approvals, coordination with SAWS staff, coordination with other contractors and projects, coordination with permitting agencies and project stakeholders, and procurement of critical equipment and materials anticipated to complete the project work. Identify potential risks and describe proposed mitigation measures to ensure on-time completion of the Project.
- ii. Provide a description how Respondent will coordinate with other utility providers (e.g., CPS Energy) involved in the project to ensure timely completion of their activities as they relate to this project. Explain how Respondent will coordinate with Owner's Operations staff throughout the Project. Describe how the Respondent will coordinate with property owners and business owners being impacted by the Project. Describe the Respondent's approach for securing permits (e.g., ROW, SWPPP, etc.) and/or complying with permit requirements for which the System is the permit holder (TCEQ, Tree Permit, City of San Antonio, etc.).
- iii. Provide a description of proposed shutdown plan, sequence of critical path construction activities, coordination with subcontractors for various trades and disciplines, advanced coordination with Owner, pre-shutdown plan and preparation, post-shutdown plan, and opportunities for reduced downtime.
- iv. Provide a description of the approach specifically addressing the procurement of the following items: electrical and I&C components, well pumps/motors, large diameter pipe, valves, and other long-lead time equipment and devices.
- v. Provide any innovative ideas for cost savings (construction sequencing, method or construction duration, supply chain management and logistics, procurement of critical items, and availability of materials and equipment) for this project.
- vi. Provide a Quality Management Plan (QMP) describing how the Prime Contractor will ensure that the necessary steps, safeguards, subcontractor oversight, QC processes, and document controls will be implemented in a rigorous manner as to ensure the completeness, workmanship, accuracy, and timely completion of the Project.

#### b. Project Schedule and Unforeseen Conditions

- i. Provide a critical path method (CPM) schedule in Primavera or Microsoft Project. The schedule shall include milestones, specific critical processes and critical path items, construction phases, permits and approvals, coordination with stakeholders, security clearances, and procurements anticipated to complete the project work. The anticipated

notice to proceed (NTP) for this Project is **July 15, 2024**. Respondent shall use this date for developing the proposed project schedule.

*Use separate sheet(s), titled “Project Approach including Delivery Schedule – CPM Milestone Schedule” inserted immediately following this Section. 11” x 17” paper is permitted.*

- ii. Explain how Respondent will complete the project within the schedule taking into account the existing commitments identified in 2.a.iv.
- iii. Identify long-lead items and critical path shop drawing submittals.
- iv. Provide details for the procurement and delivery of well pumps and motors, large diameter pipe, valves, and other electrical and I&C components and other long-lead time equipment and devices.
- v. From past project experience, 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.

*As part of the criteria, use the check boxes below as a checklist to help ensure guidelines are met. Repeat the table below as many times as needed to provide the information requested.*

Project Name:	
Utility / Owner Name:	
Date of Notice to Proceed:	
Original Contract Time (calendar days or working days):	
Original Contract Completion Date:	
Did Project encounter Unforeseen Conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe the nature of the Unforeseen Conditions Issue	
Was a Recovery Plan Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the Issue Promptly Resolved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was Respondent asked to Demobilize?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was Recovery Plan Implemented?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the Project completed On-Time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Actual Contract Completion Date:	

- vi. Describe the Respondent’s approach towards mitigating and managing unforeseen conditions should they be encountered during the construction of this Project.

**SAWS, in reviewing Respondents’ proposals, is looking for Respondents that can meet all necessary milestones and complete the work within the Contract time given for**

**completion. A Respondent's inability to meet milestones and complete the Work in the time provided may result in the Respondent's score for these criteria being reduced and/or Respondent's proposal deemed non-responsive.**

**c. Availability of Key Personnel and Equipment**

- i. Describe availability of Key Personnel (Respondent and Key Subcontractor(s)) that will be specifically assigned to this Project.
- ii. Describe availability of equipment and facilities that will be specifically utilized for this Project.
- iii. Corresponding with the organizational chart provided, list the available workforce for the various disciplines required for this project including the number of work crews, and number of personnel for each skill classification proposed to complete the work.

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***END OF PROJECT APPROACH, SCHEDULE, AND AVAILABILITY CRITERIA***

**RESPONDENT'S PROPOSAL CHECKLIST**  
**ARTESIA PUMP STATION WELL PUMPS, MOTORS, AND PIPING PROJECT**  
**SAWS Job No. 22-8611**  
**SAWS Solicitation No. CO-00732**

**FILE 1: PROPOSAL\_CO-00732\_FIRM NAME**

- Price Proposal Items (latest version)
- Signed Price Proposal/Acknowledgement of Addendums Signed (PP-1)
- 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.  
 Cashiers Check or Certified Check

**FILE 2: ORIGINAL PROPOSAL\_CO-00732\_FIRM NAME**

- Proposal Checklist
- Statement on President's Executive Orders
- Good Faith Effort Plan – Addendum 1**
- Conflict of Interest Questionnaire – Form CIQ (Rev. 1/1/2021)
- W-9
- Proof of Insurability (Letter from Insurer or Sample Certificate of Insurance)
- Respondent Questionnaire
- Schedule of Manufacturers and Suppliers for Major Equipment
- Supplemental Instructions to Respondents – Addendum 1**
- Evaluation Criteria Form – Addendum 1**
  - Team Qualifications and Experience with Resumes and Org 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: COPY OF PROPOSAL\_CO-00732\_FIRM NAME**

- Proposal Checklist
- Respondent Questionnaire
- Schedule of Manufacturers and Suppliers for Major Equipment
- Supplemental Instructions to Respondents – Addendum 1**
- Evaluation Criteria Form – Addendum 1**
  - Team Qualifications and Experience with Resumes and Org 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



## Good Faith Effort Plan for Construction SUBCONTRACTS for:

NAME OF PROJECT: \_\_\_\_\_

### SECTION A - PRIME CONTRACTOR INFORMATION

Legal Name of Firm, including "doing business as" if applicable: \_\_\_\_\_

Address of Office to Perform Project Work: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Is your firm Certified as an SMWB? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If "Yes", was your firm certified by the South Central Texas Regional Certification Agency (SCTRCA) or the Texas Comptroller's Office (HUB)? Only SCTRCA or HUB certifications granted to "local" firms are recognized. Please see the Good Faith Effort Plan Definition for "Local":

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Type/s of Certification: SBE: \_\_\_\_\_ MBE: \_\_\_\_\_ VBE: \_\_\_\_\_ WBE: \_\_\_\_\_

If Prime Contractor has a San Antonio location, what date was the local office established? \_\_\_\_/\_\_\_\_/\_\_\_\_

Number of Full Time Employees in San Antonio? \_\_\_\_\_



SECTION B. – SBOP COMMITMENTS



The **SBOP** goal on this project is   % 20  

1. List ALL SUBCONTRACTORS/SUPPLIERS that will be utilized on this project/contract. (SMWB AND Non-SMWB)

Prime Contractor's Percentage of Participation (may not be less than 30%): (Ex: 56% is the total value of the contract.) _____ %							
	Legal Name of Subcontractor /Supplier (including "doing business as", if applicable).	Address of Office Location to Perform Project Work or Provide Supplies. (Only Local firms will be counted for SBOP credit):	Scope of Work/Supplies to be Performed/Provided by Firm:	Estimated Contract (dollar) Amount on this Project:	Certification Type & Agency. (Only SCTRCA or HUB certifications are recognized):	Firm's Point of Contact Email Address & Phone Number	Supplier?
1				\$			
2				\$			
3				\$			
4				\$			
5				\$			
6				\$			
7				\$			
8				\$			
9				\$			
10				\$			

2. The undersigned proposer has satisfied the requirements of the BID specification in the following manner (please check the appropriate space):

If the Respondent/Bidder is unable to meet the goal, please fill out Section C and submit documented good faith efforts.

3. Name and phone number of person appointed to coordinate and administer the SBOP requirements on this project.

Name:

\_\_\_\_\_

Title:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

Email Address:

\_\_\_\_\_

IF THE SBOP GOAL WAS MET, PROCEED TO AFFIRMATION AND SIGN THE GFEP. IF GOAL WAS NOT MET, PROCEED TO SECTION C.

**SECTION C – GOOD FAITH EFFORTS (Fill out only if the SBOP goal was not achieved).**

**1. SOLICITATION METHOD(S) UTILIZED**

At least two methods of solicitation are required. Select the method(s) below that were utilized for good faith outreach. Copies of the actual postings, direct contact email/phone log, etc. must be attached to this form as support documentation for each method used. Failure to adequately follow these steps will result in the requirement to take additional steps to become compliant.

Newspaper Advertisements

Meetings or Conferences

Trade Association Publications

Minority Media

Internet & Web Postings Other Government Publications

Direct Contact by Phone, Fax, USPS Mail, or Email\*

\*If using direct contact, entities must solicit to a minimum of 3 SMWB businesses/firms for each scope of work that Respondent intends to engage a subconsultant for, (i.e., construction, supplies, equipment, or services) to demonstrate a Good Faith Effort.

2. On a separate sheet of paper, list and attach to this Good Faith Effort Plan written, posted, or published notification and/or proof of direct contact to all firms you contacted as a part of your company's Good Faith Outreach.

**AFFIRMATION**

I hereby affirm that the above information is true and complete to the best of my knowledge. I further understand and agree that this document shall be attached thereto and become a binding part of the contract.

**Name and Title of Authorized Official:**

Name:

\_\_\_\_\_

Title:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

**NOTE:**

This Good Faith Effort Plan is reviewed by SAWS Contracting Department. For questions and/or clarifications, please contact the SBOP Manager, at [SMWB@saws.org](mailto:SMWB@saws.org).

## **DEFINITIONS**

**Note: To be eligible for participation in the SAWS Small Business Opportunities Program (SBOP), a firm must have an established place of business in the Relevant Marketplace and must be certified as a Small Business Enterprise (SBE) or Historically Underutilized Business (HUB). This includes firms certified as Minority and/or Woman-owned Business Enterprises (MBEs and WBEs).**

**African American Business Enterprise (AABE):** A business structure that is Certified by the Texas Historically Underutilized Business (HUB) Program or the South Central Texas Regional Certification Agency as being 51% owned, operated and controlled by African American minority group member(s) who are legally residing in or are citizens of the United States.

**Local:** A business located in the Relevant Marketplace, which includes the counties of Bexar, Comal, Guadalupe, Hays, Kendall, Travis, and Williamson. A business's presence in the local area that consists solely of a P.O. box, a mail drop, or a telephone message center does not count as being local.

**Minority Business Enterprise (MBE):** A business structure that is Certified by the Texas Historically Underutilized Business (HUB) Program or the South Central Texas Regional Certification Agency as being 51% owned, operated, and controlled by an ethnic minority group member(s) who is legally residing in or a citizen of the United States. For purposes of the SBOP, the following are recognized as minority groups:

- **African American:** Persons having origins in any of the black racial groups of Africa.
- **Asian:** Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands, or persons whose origins are from India, Pakistan, Bangladesh, Sri Lanka, Maldives Islands, Bhutan, or Nepal.
- **Hispanic American:** Persons of Mexican, Puerto Rican, Cuban, Spanish or Central or South American origin.
- **Native American:** Persons having no less than 1/16 percentage origin in any of the American Indian Tribes, as recognized by the United States Department of Indian Affairs and as demonstrated by possession of personal tribal role documents, to include persons who are Eskimos, Aleuts, or Native Hawaiians, for all SCTRCA purposes.

**Prime Contractor:** Any person, firm, partnership, corporation, association, or joint venture which has been awarded a San Antonio Water System contract.

**Relevant Marketplace.** The geographic market area affecting the SBOP as determined for purposes of collecting data for the prior and any future Disparity Study, and for determining eligibility for participation under various programs established by this Policy. The Relevant Marketplace consists of the following Texas counties: Bexar, Comal, Guadalupe, Hays, Kendall, Travis, and Williamson.

**Small Business Enterprise (SBE):** A business structure that is Certified by the South Central Texas Regional Certification Agency as being 51% owned, operated and controlled by someone who is legally residing in or a citizen of the United States, and the business structure meets the U.S. Small Business Administration's (SBA) size standard for a small business within the appropriate industry category, as determined by the South Central Texas Regional Certification Agency.

**Small, Minority, and Woman-owned Business (SMWB):** All business structures Certified by the Texas Historically Underutilized Business (HUB) Program or the South Central Texas Regional Certification Agency that are 51% owned, operated, and controlled by individuals or a group of individuals that qualify for certification as a Small Business Enterprise, a Minority Business Enterprise, or a Woman-owned Business Enterprise, and are located in the Relevant Marketplace.

**Subcontractor:** Any named person, firm, partnership, corporation, association, or joint venture identified as providing work, labor, services, supplies, equipment, materials or any combination thereof under contract with a prime contractor on a San Antonio Water System contract.

**Woman-owned Business Enterprise (WBE):** A business structure that is Certified by the Texas Historically Underutilized Business (HUB) Program or the South Central Texas Regional Certification Agency as being 51% owned, operated and controlled by a woman or women who are legally residing in or citizens of the United States.

### **Web Submittal of Subcontractor/Supplier Payment Reports:**

The Consultant will be required to electronically report the actual payments to all sub-consultants and suppliers utilizing the Subcontractor Payment and Utilization Reporting (S.P.U.R.) System, beginning with the first SAWS payment for services under the contract, and with every payment thereafter (for the duration of the contract). Electronic submittal of monthly subconsultant payment information will be accessed through a link on SAWS' "Business Center" web page. This information will be utilized for subconsultant participation tracking purposes. Any unjustified failure to comply with the committed SBOP levels may be considered breach of contract.

The Consultant and all subconsultants will be provided a unique log-in credential and password to access the SAWS subconsultant payment reporting system. The link may also be accessed through the following internet address: <https://saws.smwbe.com/>

# Supplemental Conditions

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## ARTICLE IV- CONTRACT ADMINISTRATION

Section 4.4 of the general conditions shall be amended to add the following:

1

**CONTRACTORS** – The Contractor shall perform the Work with its own organization on at least **30%** of the total original contract price to be confirmed by the Bidder on page 1 of the Good Faith Effort Plan.

The term to “perform the Work with its own organization” is defined herein as utilizing only:

- Workers employed and paid directly by the Contractor or a wholly owned subsidiary of the contractor.
- Equipment owned by the contractor or its wholly owned subsidiary.
- Rented or leased equipment operated by the Contractor’s, or its wholly owned subsidiaries, employees.
- For purposes of determining the value of the Work self-performed, the amount shall include all materials incorporated into the Work where the majority of the value of the Work involved in incorporating the material is performed by the Contractor’s own Organization, including wholly owned subsidiary; and
- Labor provided by staff leasing firms licensed under Chapter 91 of the Texas Labor code for non-supervisory personnel if the contractor or wholly owned subsidiary maintains direct control over the labor.

Remove Section 4.6.2.1 in its entirety and replace with the following:

**TERMINATION FOR CONVENIENCE** - The right to terminate this Contract for the convenience of Owner (including, but not limited to, non-appropriation of funding) expressly is retained by Owner. In the event of a termination for convenience by Owner, Owner shall, at least ten (10) calendar days in advance, deliver written notice of the termination for convenience to Contractor. Upon Contractor’s receipt of such written notice, Contractor immediately shall cease the performance of the Work and shall take reasonable and appropriate action to secure and protect the Work then in place. Contractor shall then be paid by Owner, in accordance with the terms and provisions of the Contract Documents, an amount not to exceed the actual labor costs incurred, the actual cost of all materials installed and the actual cost of all materials stored at the Project site or away from the Project site, as approved in writing by Owner, but not yet paid for and which cannot be returned; and actual, reasonable and documented demobilization costs, if any, paid by Contractor and approved by Owner in connection with the Work in place which is completed as of the date of termination by Owner and that is in conformance with the Contract Documents, less all amounts previously paid for the Work. No amount ever shall be owed or paid to Contractor for lost or anticipated profits on any part of the Work not performed or for consequential damages of any kind or unabsorbed overhead, opportunity costs or other damages as a result of a termination for convenience under this section. In addition, any amount payable to the Contractor pursuant to this section shall be reduced in the amount of (1) any claim Owner may have against the

Contractor under this Contract, and (2) the fair value, as determined by Owner, of property which is destroyed, lost, stolen or damaged so as to become undeliverable to Owner, excluding normal spoilage and except to the extent that Owner shall have otherwise expressly assumed the risk of loss with respect to such property hereunder.

Remove Section 4.9.2 of the general conditions and replace with the following:

The Contractor shall not, except upon procuring written consent from proper private parties, enter or occupy with men, tools, materials, or equipment, any privately owned land except for those on easements or rights of entry provided herein by SAWS. Contractor must submit a copy of the written consent from the land owner to SAWS.

The remaining sections of Article IV shall remain the same.

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## ARTICLE V – CONTRACT RESPONSIBILITIES

Section 5.3 shall be amended by adding Section 5.3.14 after Section 5.3.13 as follows:

- .14 The personnel specified below are considered by SAWS to be essential to the work being performed under this Contract, and as such are defined as Key Personnel. Key Personnel include the Project Manager, Project Engineer, Lead Surveyor, Quality Assurance and Quality Control Lead, Project Scheduler, Project Superintendent, and Safety Manager. Key Personnel shall be dedicated exclusively to this Project and shall be assigned as full-time employees for the duration of the Project. Prior to diverting any of the specified individuals to other projects, the contractor shall notify the Owner reasonably in advance and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the project. No diversion shall be made by the contractor without the written consent of the Owner.

Subcontractor is defined in Article I, Contract Definitions of the General Conditions of the Contract Documents. Respondents should reference this definition prior to submitting a proposal in response to this Request for Competitive Sealed Proposals (“RFCSP”).

Key Subcontractors are defined as subcontractors that are responsible for executing a significant portion of the work being performed under this Contract. The Key Subcontractor roles could include control valve modifications, which are considered by SAWS to be essential to the work being performed under this Contract, amount to a significant portion of the work, and as such shall be performed by Key Subcontractors. Prior to diverting any of the specified Key Subcontractors and associated Key Personnel to other projects, the contractor shall notify the Owner reasonably in advance and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the project. No diversion shall be made by the contractor without the written consent of the Owner.



**5.7.1.1.7.8. Delete section 5.7.1.1.7.8. in its entirety.**

Section 5.13.5 shall be amended to take out the last sentence and to add the following:

The Bidder is required to submit a detailed baseline schedule within one (1) business day if they are the apparent low bidder. The baseline schedule shall be a detailed, precedence-style critical path management schedule in Microsoft Project or Primavera format. The baseline schedule must encompass the entire contract duration from Notice to Proceed to the Contract End Date. This baseline schedule must show a completion date that corresponds to the Contract End Date. The baseline schedule must be inclusive of all work necessary to complete the project including sufficient time necessary for submission and review of submittals, permits, etc. The schedule must be in adherence with the Right-of-Entry durations and deadline dates. For the purpose of preparing this baseline schedule, all bidders shall assume a notice to proceed date of **July 15, 2024**. Failure to include this baseline schedule by the apparent low bidder as requested by SAWS may result in the bidder being considered non-responsive.

The remaining sections of Article V shall remain the same.

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## **ARTICLE VI – CONTRACT CHANGES**

6.4 Delete section 6.4 in its entirety.

6.6 Delete section 6.6 in its entirety.

The remaining sections of Article VI shall remain the same.

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## **ARTICLE VIII. - CONTRACT COMPLETION TIME**

Section 8.6 Liquidated Damages for Failure to Complete on Time: of the General Conditions shall be amended as follows:

Add the following to the end of the paragraph:

Liquidated Damages, for the purpose of this contract, will be assessed at **\$900** per day.

The remaining sections of Article VIII shall remain the same.

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## Special Conditions Insertions

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**SC1. Pre-bid Meeting and Site Visit:** The pre-bid meeting is non-mandatory to attend. No interaction with SAWS employees at site shall be permitted.

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**SC2. Communication Protocol:** All communication from the SAWS Construction Inspector to the Contractor shall be through the Contractor's Project Manager and/or Superintendent. Communication to/from the Contractor's subcontractors shall be routed to the SAWS Construction Inspector through the Contractor. Contact information for the SAWS Construction Inspector and the Contractor will be provided at the pre-construction conference.

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**SC3. Construction Phasing and Sequencing:** The Contractor may follow the proposed construction sequencing in the Contract Documents. If the Contractor does not plan to follow the construction sequence included in the Contract Documents, the Contractor shall submit via CPMS the proposed alternative sequence of construction in writing to SAWS and the Consultant for review and approval. It is the Contractor's responsibility to provide sufficient work force, materials, and equipment to complete the work in accordance with the Contract duration.

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**SC4. Permits (Quotes Line Item):** SAWS will obtain the City of San Antonio (CoSA), Site Work Permit, and CoSA Tree Permit. All other permits will be the responsibility of the Contractor including but not limited to, the CoSA ROW permit and TCEQ Stormwater Permit.

The Contractor is solely responsible for obtaining all other necessary permits, notifications and inspections. The Contractor shall be solely responsible for applying and securing the permits, sending notifications to the relevant agencies/authorities, and requesting inspections in a timely manner as to not cause any delays in the construction duration.

The Contractor shall be reimbursed for the permit fees from the respective bid line item upon submission of proof of payment.

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**SC5. Public Relations Contact Person:** The Contractor shall direct any and all questions from the public or media regarding the project to SAWS. SAWS will coordinate with the public relations contact person to provide a response to public inquiries.

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**SC6. Coordination with On-Site Personnel:** The Contractor agrees to cooperate and coordinate its work with the work conducted by other supplier(s), contractor(s) and/or SAWS Operations staff within the project area so that this project can be completed in an orderly and coordinated manner, reasonably free of significant disruption to any party. Without limitation of the foregoing, the

Contractor understands and agrees that access areas to the project site may be utilized by other supplier(s) and/or contractor(s). All parties shall be solely required and obligated to coordinate and cooperate with each other to accomplish the scope of work required by their respective contracts, meaning SAWS shall have no duty to administer, perform or supervise the coordination for the use of the project site by all suppliers/contractors. The Contractor agrees that any delay or hindrance caused by or contributed to by failure to cooperate and/or coordinate among all parties will be governed by this Section and Security Procedures of this contract.

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**SC7. Work Restrictions:** The Contractor shall coordinate the work schedule with SAWS Inspector, and coordinate all work aspects with SAWS Inspector and plant staff as noted on Contract Documents.

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**SC8. Water Connections:** The Contractor cannot connect to (or tap into) any SAWS existing water infrastructure without written authorization. If the contractor needs water during construction, the Contractor shall obtain a fire hydrant meter from SAWS, and coordinate with SAWS staff for installation of the meter. Alternatively, the Contractor may bring water to the site via a tanker truck.

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**SC9. Safety:** Following are the safety conditions for the Contractor to comply with:

- The Contractor is notified that the Artesia Pump Station has chemicals in some work areas that are highly hazardous. The Contractor shall implement safety measures and take precautions to provide a safe work environment. At a minimum, the safety measures and precautions shall be in compliance with SAWS, City, County, State, and Federal requirements.
- During chemical deliveries, changes and maintenance, the Contractor shall not be in the chemical areas.
- The Contractor shall submit SAWS Risk-Safety team a copy of their Safety Plan for review and approval before the work commences.

The Contractor is required to attend SAWS 1-hr Safety training. The Contractor shall have at least one person with them at all times who attended this training session.

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**END OF SECTION**