

Water Main Condition Inspection and Assessment Support Work Order Contract RFQ - PS-00141

Adam Aranda, P.E.

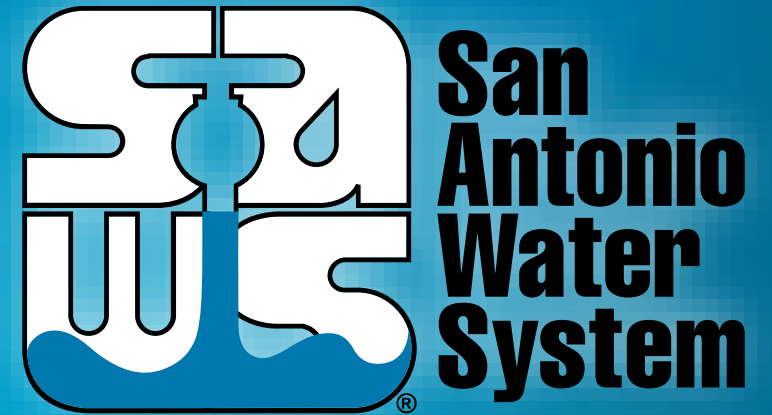
Manager - Engineering

Marisol V. Robles

Manager – SMWB Program

Stella Manzello

Contract Administrator



Non-Mandatory Pre-Submittal Meeting

February 16, 2023

MAKING SAN ANTONIO
WATERFUL



General Information and Reminders

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

Oral Statements

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

Agenda

- Objective
- Selection Process
- Evaluation Criteria
- SMWB Requirements
- Submission Reminders
- Key Dates
- Submittal Deadline
- Communication Reminders
- Questions
- Overview
- Project Phase I
- Scope of Services – Phase 2
- Deliverables

Objective

- SAWS is accepting Statements of Qualifications from firms to provide professional engineering connection which will require the scope of services to be performed by qualified firms. The purpose of providing professional services, planning, subsurface utility engineering services (SUE), and project management to support water main condition inspections performed by others.

Estimated 20 – 30 miles of inspection in 2023

Projects located throughout SAWS service area

Projects completed in 2 phases with multiple locations for each project

Inspections expected 2023 and 2024

Requires coordination with SAWS PM and condition inspection vendor

Selection Process

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

Selection Process

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

Evaluation Criteria

CRITERIA	MAX POINTS
Team Experience and Qualifications	30
Similar Projects and Project Performance	20
Project Understanding and Approach	35
Small, Minority, and Woman-owned (SMWB) Business Participation	15
Total	100

Evaluation Criteria

Team Experience and Qualifications (30 pts)

1) Organizational Chart – 1 Page

- Should include all key team members (including key sub-consultants)
 - Project Manager, and Field Team Lead
- Role and percentage of time each key team member will be committed
 - Ensure all sub-consultants match those listed on the Good Faith Effort Plan

2) Resumes for Key Personnel Only (including any key sub-consultants if needed)

- 7 page limit of 1- page resumes
- Project Manager's resume should be first
- Resumes should not include exhaustive list of projects, but rather projects with as similar as the scope of services in the RFQ and their role in that project along with all required requested information

Evaluation Criteria

Team Experience and Qualifications (30 pts) – continue

- 3) Describe the prime firm's and sub-consultants' most relevant experience using Subconsultant Table provided in the RFQ – 1 page limit
- 4) Illustrate in the table matrix the availability and percent of time committed to the Project for the duration of the Project – Fillable Form
- 5) List the resources available for this contract, including number of vacuum trucks, number of plates to cover potholes, and any key resources that the respondent will be able to provide for the project given their understanding of the scope. Include the number of crews and number of persons per crew that are available for this contract.

Evaluation Criteria

Similar Projects and Past Performance (20 points)

- I) Provide a list of three (3) completed projects in the last ten (10) years in which Respondent has performed - (fillable forms)
 - Identify key personnel and their roles and responsibilities for at 3 projects
 - A minimum of the 2 of 3 projects must be performed by Respondent
 - Ensure contact information for references is correct and valid
 - No additional narrative is required

Evaluation Criteria

Similar Projects and Past Performance (20 points)

- 2) Describe your team's applicable experience, as it relates to the scope of this RFQ, in performing SUE services for a utility similar to SAWS.

At a minimum, include the following - (2 page limit)

- A list of vendors, contractors, or utilities you have done field support work for which required locating water mains and associated assets.
- Experience coordinating with contractors and vendors for water main condition inspections or construction work.
- A list of projects you have worked on relevant to the scope of work with your proposed team.
- Specify if any of this work was associated with condition assessment.

Evaluation Criteria

Project Understanding & Approach (35 points)

- This criteria is weighted the heaviest
- Narrative format limited to a 4-page response
 - 1) Include all steps of how you understand the work order process.
 - 2) The approach should provide, at a minimum, itemized tasks, the required resources (tools and staff performing the action) for each task, and what actions you perform.
 - 3) Emphasis should be given to maximize efficiencies in procedures to ensure that SAWS meets its goal in a timely manner.

Small, Minority, and Woman-owned Business (SMWB) Participation & Recent SMWB Policy Updates

- Scoring Method: 15 Points (by percentage) for meeting or exceeding the stated *mandatory* SMWB goal.
- Not meeting the mandatory goal = 0 SMWB Points. Points awarded on an all-or-nothing basis.
- If the goal is not met, proof of outreach to SMWBs must be provided. If proof of outreach is not provided, disqualification may occur.
- 18% Mandatory Goal

SMWB Requirements

- All firms in the organizational chart must also be listed in the Good Faith Effort Plan.
- Local-area office in one of the following counties: Bexar, Comal, Guadalupe, Hays, Travis, or Williamson.
- Must be “SBE” (including MBEs and WBEs), and need to be certified through the SCTRCA or Texas HUB.
- Post-award, use of the S.P.U.R. System will be contractually required to report payments to all subconsultants, both SMWB and Non-SMWB.

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

www.SAWS.SMWBE.com



System Training

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Account Access

Lookup Vendor accounts or reset user passwords

[Account Lookup](#)

[Forgot Password](#)

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



SMWB Questions

Questions related to the SMWB Program, or finding certified subconsultants may be directed to the SMWB Program Manager until the RFQ is due.

Marisol V. Robles

SMWB Program Manager

Email: Marisol.Robles@saws.org

Telephone: 210-233-3420

Submission Requirements

- Submit electronic proposals only
- File size limitation is 10 MB and shall be no greater than 18 pages
- Submit proposal using Evaluation Criteria Forms, where indicated
- Use 8 1/2 x 11 portrait format
- Thoroughly read the RFQ to become familiar with scope
- Ensure references provided are valid and accessible
- Be specific and avoid “boiler plate” responses where narrative is requested

Submission Requirements

- Utilize the Submittal Response Checklist
- All required documents, including Evaluation Criteria forms do not count towards the page count
 - Refer to the RFQ for additional information
- The 18 page limit includes the following:
 - Org Chart (1 page)
 - Resumes (7 pages)
 - Project Approach (2 pages)
 - Similar Projects and Past Performance (2 pages)
 - Project Understanding and Approach (6 pages)
- The evaluation forms are in Word version on the SAWS website

Submission Requirements

- Contact the SMWB Program Manager for assistance, if necessary
- Perform QA/QC on proposal prior to submitting and reference SAWS
- Refer to the Solicitation Submittal Tips found at the following link:
https://apps.saws.org/business_center/ContractSol/SNO_Drill.cfm?id=1980&View=Yes

Key Dates

Date	Action
RFQ Released	February 6, 2023
Written Questions Due	February 21, 2023 by 4:00 p.m. CST
Q & A Posted to Website	February 23, 2023 by 2:00 p.m. CST
Proposals Due	March 2, 2023 by 10:00 a.m. CST
Proposals Evaluated	March 2023
Interviews, if necessary	March 2023
SAWS Board Consideration and Award	May 2, 2023
Non-Selection Notices mailed	May 2023
Start Work	May 2023

**The dates listed above are subject to change without notice*

Submittal Deadline

- **Electronic submittals only**, refer to solicitation on where to e-mail your submissions.
- Allow sufficient time to upload submittal ahead of the deadline to allow for any technical difficulties
- Respondents shall indicate the solicitation number, project name, date and time of the deadline clearly on both the electronic proposal file and email.
- Late responses will not be accepted and will not be opened

Communication Restrictions

- Respondents or their representatives are prohibited from communicating with any City of San Antonio officials to include:
 - City Council members (as defined by the City of San Antonio Ethics Code),
 - City Council member’s staff, and
 - San Antonio Water System (SAWS) Board of Trustees regarding the RFQ from the time the solicitation is released until it has been acted upon by the Board of Trustees.
- Respondents or their representatives are prohibited from communicating with SAWS employees regarding this RFQ, except as provided under “Technical Questions,” from the time the solicitation is released until the contract is awarded.
- This includes “thank you” letters, phone calls, emails, and any contact that results in direct or indirect discussion of the RFQ and/or proposal submitted by Respondents.

Communication Reminders – (cont.)

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

Questions

- Must be submitted in writing by February 21, 2023, by 4:00 P.M. (CST) via e-mail to:

Stella Manzello

Contract Administration Department

San Antonio Water System

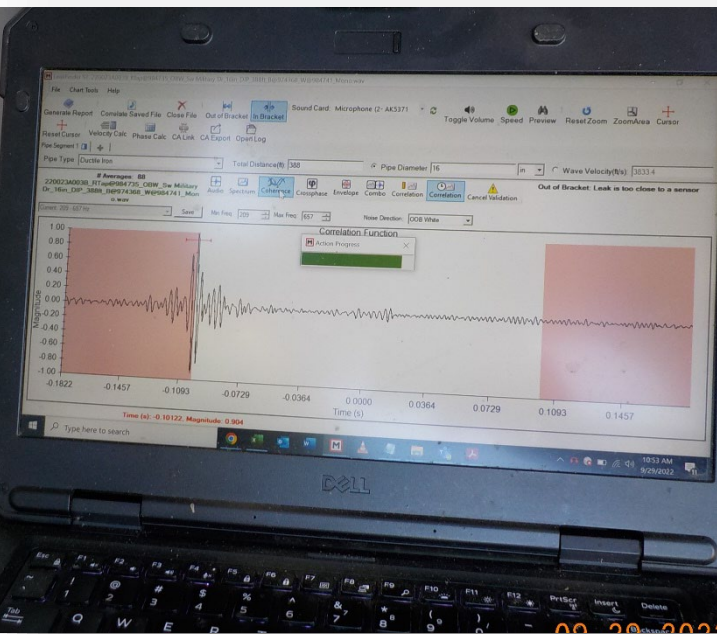
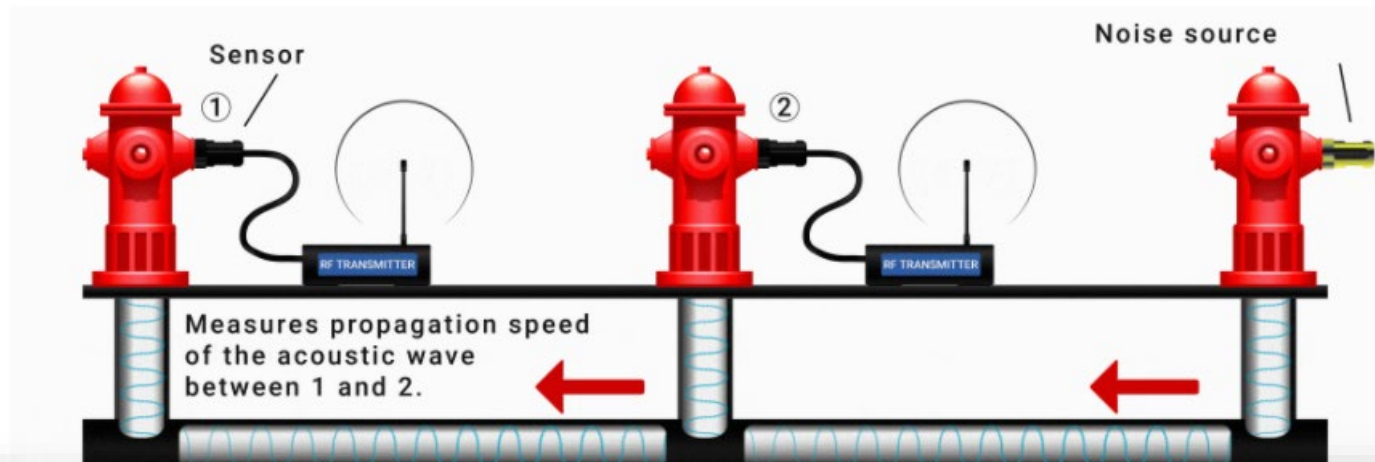
Stella.Manzello@saws.org

Project Overview

- The San Antonio Water System is pursuing request for qualifications for the purpose of providing professional services, planning, subsurface utility engineering services (SUE), and project management to support water main condition inspections performed by others
- Estimated 20 – 30 miles of inspection in 2023
- Projects located throughout SAWS service area
- Projects completed in 2 phases with multiple locations for each project
- Inspections expected 2023 and 2024
- Requires coordination with SAWS PM and condition inspection vendor

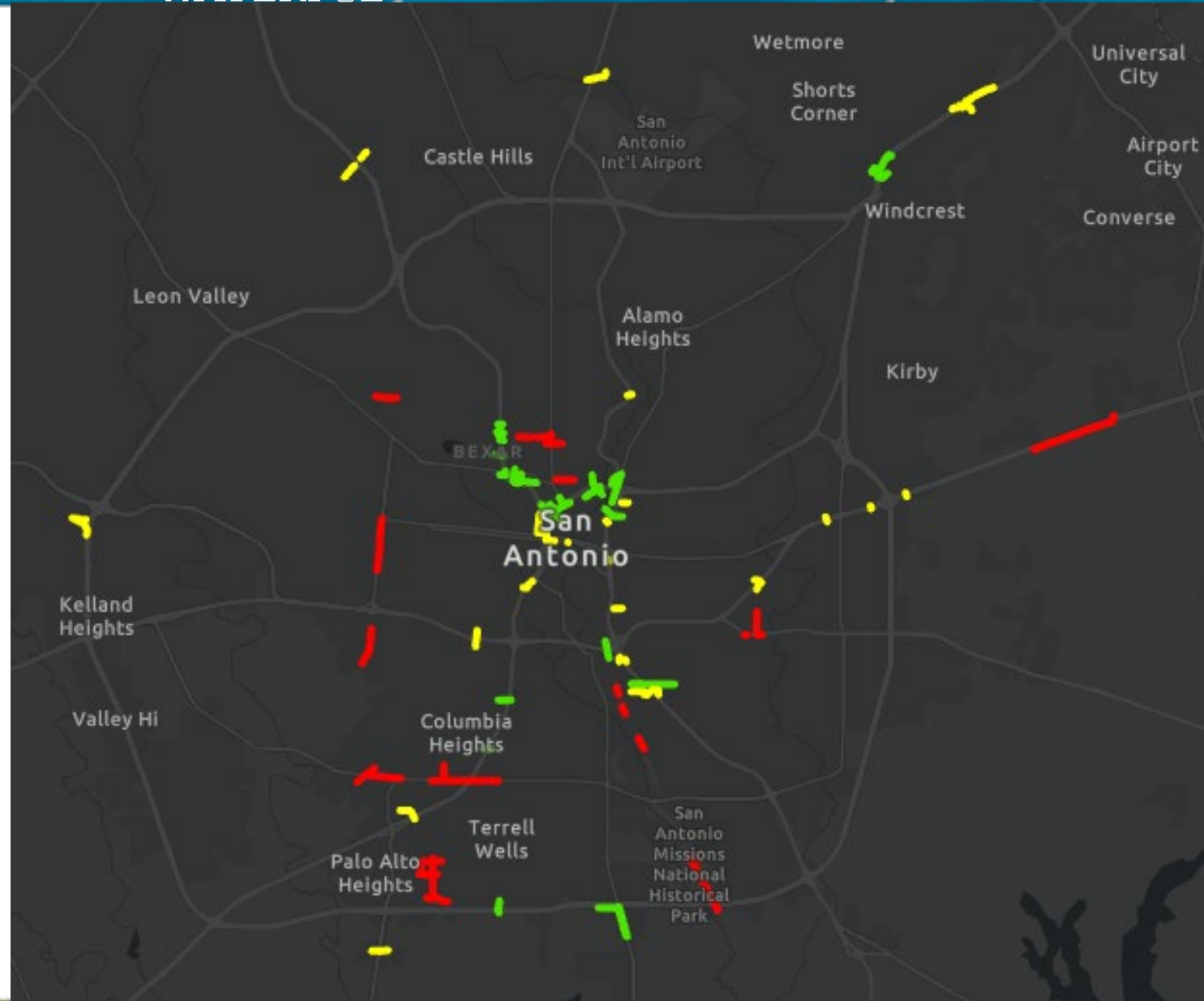
Non-Invasive Acoustic Condition Assessment

How the technology works



2022 Assessments

- 25.2 miles of Acoustic Assessments
- Completed over a 6 month timeframe
- 6-24" water mains
- AC, CI, DI, Steel



Project Phase I

Phase I of every project will include:

1. Planning – review of SAWS provided data (as-builts, GIS, etc.)
2. Preliminary Site Investigations & Water Asset Locates – In-field site visits to verify asset locations and site conditions. To be performed with SAWS and CA vendor
3. Surveying
4. Preliminary Site Investigations Report – document explaining findings

Scope of Services – Phase 2

Phase 2 of every project will include:

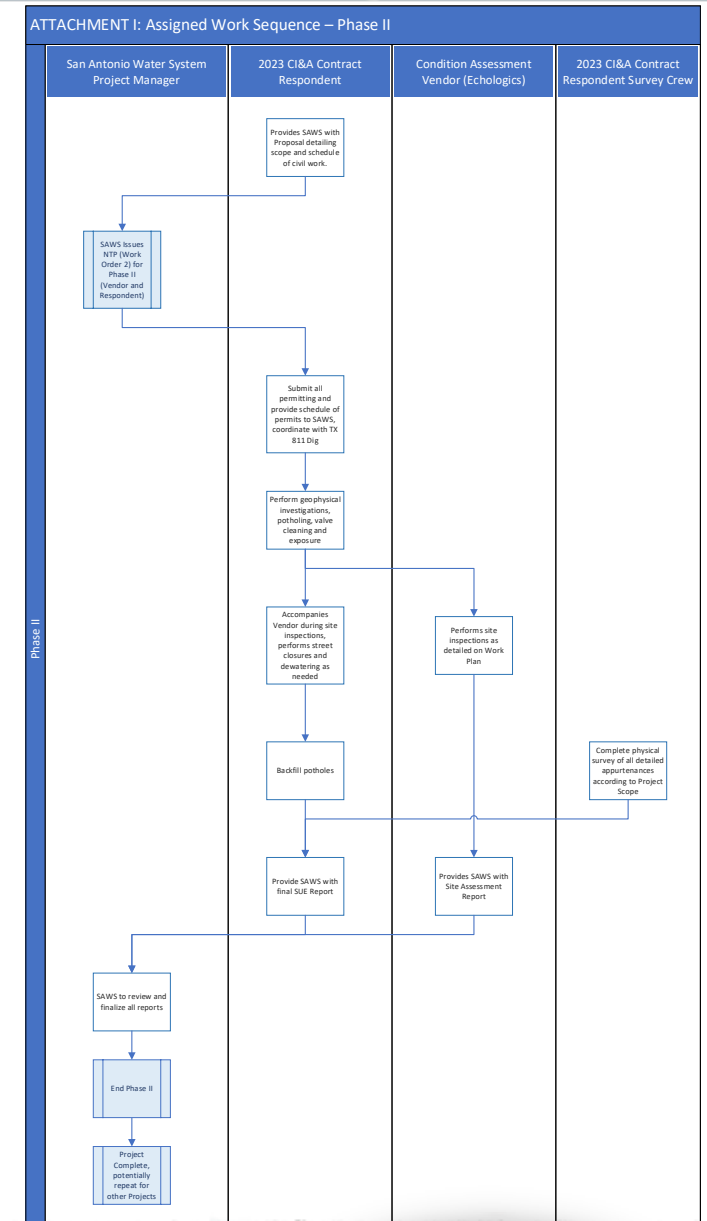
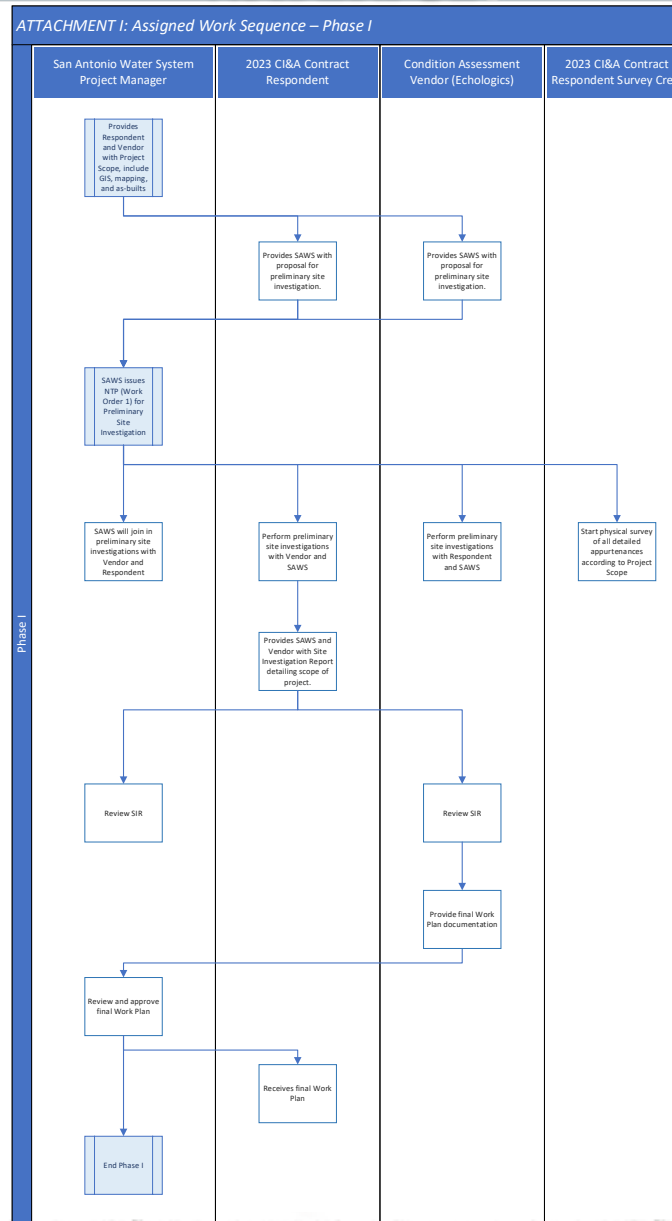
1. Permitting – COSA, TXDOT, other entities
2. Geophysical Investigation – ground penetrating radar or other tools to pinpoint pothole locations (as needed)
3. Potholing
4. Valve Expose & Cleaning
5. Surveying
6. Traffic Control – COSA, TXDOT, other entities
7. Restoration
8. Final SUE Report – summary of completed work

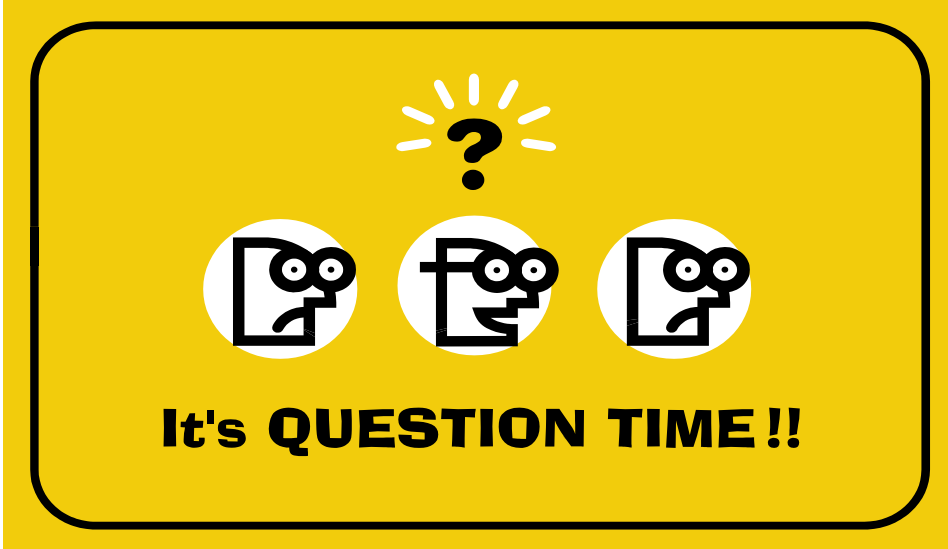
Deliverables

- Phase 1
 - Fee schedule for preliminary site investigations
 - Site Investigation Report including all findings and surveying results
 - Weekly status report
- Phase 2
 - Fee schedule and work timeline for SUE work
 - Final SUE Report including work performed and surveying results
 - Weekly status report

Attachments

- Attachment 1
 - Assigned Work Sequence
- Attachment 2
 - Evaluation Criteria





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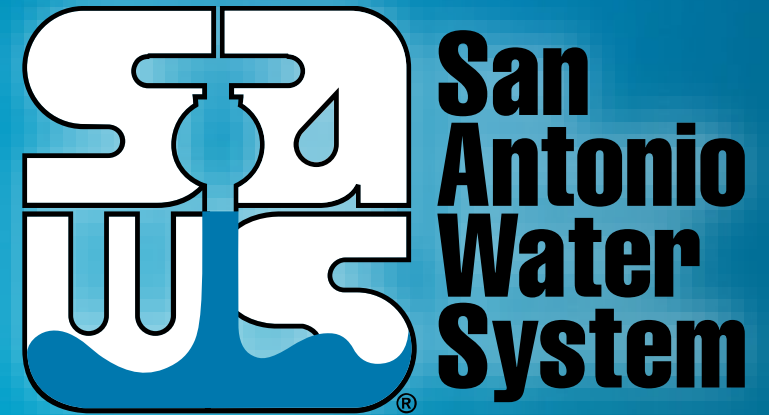
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	Step	San Antonio Water System	2023 CI&A Contract Respondent	Condition Assessment Vendor (Echologics)	2023 CI&A Contract Respondent Survey Crew
Phase 1	1	Provides Respondent and Vendor with Project Scope, include GIS, mapping, and as-builts			
	2		Provides SAWS with proposal for preliminary site investigation.	Provides SAWS with proposal for preliminary site investigation.	
	3	SAWS issues NTP (Work Order 1) for Preliminary Site Investigation			
	4	SAWS will join in preliminary site investigations with Vendor and Respondent	Perform preliminary site investigations with Vendor and SAWS	Perform preliminary site investigations with Respondent and SAWS	Start physical survey of all detailed appurtenances according to Project Scope
	5		Provides SAWS and Vendor with Site Investigation Report detailing scope of project.		
	6	Review SIR		Review SIR, Provide Final Work Plan Documentation	
	7	Receive Final Work Plan	Receive Final Work Plan		

	Step	San Antonio Water System	2023 CI&A Contract Respondent	Condition Assessment Vendor (Echologics)	2023 CI&A Contract Respondent Survey Crew
Phase 2	8		Provides SAWS with Proposal detailing scope and schedule of civil work.		
	9	SAWS Issues NTP (Work Order 2) for Phase II (Vendor and Respondent)			
	10		Submit all permitting, provide schedule of permits to SAWS, coordinate with TX 811, perform geophysical investigations, potholing, valve cleaning, and exposures.		
	11		Accompanies Vendor during site inspections, performs street closures and dewatering as needed	Performs site inspections as detailed on Work Plan	
	12		Backfill potholes		Complete physical survey of all detailed appurtenances according to Project Scope
	13		Provide SAWS with final SUE Report	Provides SAWS with Site Assessment Report	
	14	SAWS to review and finalize all reports			