

2023 Operations Support Work Order Contract (RFQ) PS-00149

Lee Bausigner, P.E.

Project Engineer

Marisol V. Robles

Manager – SMWB Program

Florinda Gonzales

Contract Administrator



**San
Antonio
Water
System**

Non-Mandatory Pre-Submittal Meeting

April 11, 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 SAWWS 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
- Submittal Deadline
- Submission Requirements
- Submission Reminders
- Communication Restrictions
- Question/Addendum Deadline
- Project Overview
- Questions

Selection Process

- SOQs reviewed for responsiveness
- Technical Evaluation Committee scores qualification statements based on evaluation criteria published in the RFQ
- Good Faith Effort Plan will be evaluated and scored
- Selection Committee reviews scores and recommends firms
 - Interviews held, if necessary
- 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 SAWS in writing as soon as possible
 - SAWS may allow Respondent to replace the key team member with an alternate member who possesses equal or better qualifications and experience
- Per SAWS Ethics Policy, a former SAWS employee may not serve in a lead role as a key team member and/or participate in the negotiation of a contract for two (2) years after separating from SAWS
 - Failure to adhere may result in the Respondent's proposal being found non-responsive or a reduction in points during the technical scoring of the proposal

Evaluation Criteria

Criteria	Max Points
Team Experience and Qualifications	30
Similar Projects and Past Performance	25
Project Approach	30
Small, Minority, and Woman-owned Business (SMWB) Participation	15
Total	100

Evaluation Criteria

Team Experience and Qualifications (30 pts)

I) Organizational Chart – 1 Page

- Include all key team members (including key sub-consultants)
 - Examples of Key Personnel include, but are not limited to, Project Manager (PM), Site/Civil, Chemical Process, Water/Wastewater Treatment Process, Electrical and I&C and QA/QC Lead
- Role and percentage of time each key team member will commit
 - Ensure all sub-consultants match those listed on the Good Faith Effort Plan

Evaluation Criteria

Team Experience and Qualifications (30 pts) (continued)

2) Resumes for Key Personnel Only (including any key sub-consultants if needed) (up to 5)

- 1-page resumes
- Project Manager's resume should be first
- Key personnel resumes should not include an exhaustive list of projects, but should focus on projects relevant to the scope of services within this RFQ
- Identify three (3) similar projects completed in the past ten (10) years and provide a detailed description of capabilities and project experience and role in project relevant within this RFQ.
- Provide a list of all active projects each of the Key Personnel is currently assigned to for the duration of the project, to include the phase and percentage of time allocated to each of the projects listed.

Evaluation Criteria

Team Experience and Qualifications (30 pts) (continued)

- 3) Describe composition of team (Prime, Key Subconsultants, and other Subconsultants), role and responsibility of proposed team members and teaming history. If proposed staff is not part of proposed Key Personnel, identify lead person from each firm and briefly describe their role.

- 4) Illustrate availability, percent of time committed for the duration of Project, of Respondent's Key Personnel as well as Key Personnel from Key Subconsultants. Include geographic location for each resource identified in the table.

Evaluation Criteria

Similar Projects and Past Performance (25 points)

- 1) Identify three (3) completed relevant projects in the last ten (10) years, in which Respondent has performed services similar to those sought in this RFQ.
 - Similar projects are considered those projects with similar scope and contract value
 - Key Personnel, excluding the Project Manager, shall have participated in at least two (2) of the three (3) projects submitted.
- 2) Complete OPCC Table included in the Evaluation Criteria Forms
 - Provide cost information for the three (3) completed projects submitted as part of bullet (1) above, as it relates to the accuracy of the OPCC, comparing the Engineer's estimate to approved construction contract awards
 - No additional narrative is required

Evaluation Criteria

Project Approach (30 points)

- I) Provide a detailed approach based on the scope of the project explaining how your firm would technically execute and complete the services sought in this RFQ on time and within budget. Provide innovative approaches, ideas, and recommendations
 - Narrative format
 - 4 scenarios to choose from listed in RFQ

Evaluation Criteria

Project Approach (30 points) (continued)

2) Respondents shall include:

- Familiarity with SAWWS facilities and infrastructure
- Approach for responding to SAWWS requests and providing scope and fee proposals in a timely manner
- Team approach to preparing deliverables to meet deadlines associated with fast-track SAWWS requests without compromising the quality of deliverables and Project schedule
- Discuss Respondent's schedule recovery approach relative to schedule maintenance
- Describe Respondent's approach to becoming familiar with local and regional market conditions influencing the design and construction decisions that will affect project costs
- Understanding of coordination requirements with customers, responsiveness, and follow through.
 - Narrative format

Evaluation Criteria

Project Approach (30 points) (continued)

- 3) Project specific and unique QA/QC and risk management strategies that Respondent engages in similar projects.

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

- Scoring Method: 15 Points (by percentage) for meeting or exceeding the stated *mandatory* SMWB goal: 25%
- 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

SMWB Participation

- 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 www.sctrca.sctrca.org
- Post-award, use of the S.P.U.R. System will be contractually required to report payments to all subconsultants, both SMWB and Non-SMWB

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

Marisol V. Robles

SMWB Program Manager

Contracting Department

Email: Marisol.Robles@saws.org

Submittal Deadline

- **Electronic submittals only**
- **Due by April 26, 2023, by 2:00 p.m. CDT**
- Refer to RFQ for instructions to e-mail your submission
- Allow sufficient time to upload submittal ahead of the deadline to allow for any technical difficulties
- Respondents shall indicate **PS-00149, 2023 Operations Support Work Order Contract**, date and time of the deadline clearly on both the electronic proposal file and email as noted in the RFQ
- Late responses will not be accepted and will not be opened

Submission Requirements

- File size limitation is 10 MB, and shall be no greater than 14 pages
- Submit proposal using Evaluation Criteria Forms, where indicated
- Use 8 ½ x 11 portrait format
- Thoroughly read the RFQ to become familiar with scope
 - Including the review of maps, charters, and scoping reports for each project
- Ensure references provided are valid and previously verified
- Similar Projects submitted should be of similar size, scope and contract value to the Scope of Services and Additional Requirements identified within the RFQ
 - Projects must be completed
 - Key staff on the org chart should ideally have worked on the example projects submitted

Submission Reminders (Cont.)

- Required forms do not count toward the page limit
 - Refer to the RFQ for definition of required forms
 - The cover page, cover letter and tabs do not count towards the page limit
 - Evaluation Criteria Forms
 - Word forms available on SAWS website
- **14-page limit** includes the following:
 - Org Chart (1-page limit)
 - Project Team and Resumes (5-page limit)
 - Composition of team/Key Personnel (1-page limit)
 - Project approach (7-page limit)

Submission Reminders

- Be specific and avoid “boiler plate” responses where narrative is requested
- Contact the SMWB Program Manager for assistance, if necessary
- Perform QA/QC on proposal prior to submitting
- Reference the Solicitation Submittal Tips found on the SAWS website at the following link:

https://apps.saws.org/business_center/ContractSol/SNO_Drill.cfm?id=1980&View=Yes

Communication Restrictions

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

Communication Restrictions

- If your firm has a contract with SAWWS already and needs to discuss that contract specifically, Respondent shall indicate such during the conversation they submitted for this RFQ
- 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 April 17, 2023, by 4:00 p.m. CDT via e-mail to:

Florinda Gonzales, Contract Administrator

Contract Administration Department

San Antonio Water System

Florinda.Gonzales@saws.org

- Questions will be formally answered via Addendum posted by April 21, 2023, by 4:00 p.m. CDT

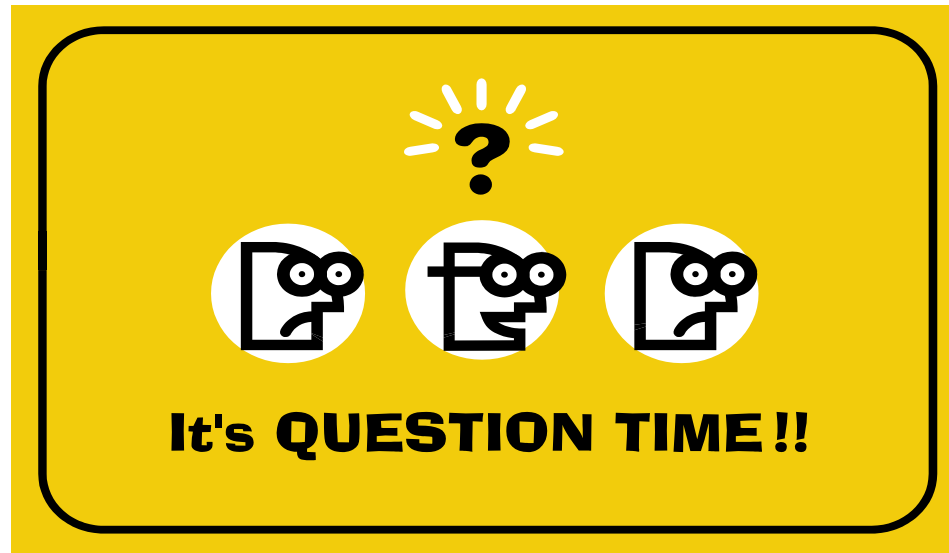
Project Overview

- The San Antonio Water System (SAWS) is pursuing professional engineering design services to include:
 - Rehabilitation or replacement of small and large water and/or wastewater facilities
 - Unspecified projects which will require a Scope of Services to be performed by a qualified consultant(s) or consulting firm(s) on a work order basis.
- Engineering services required include
 - Planning
 - Engineering evaluations
 - Studies
 - Reports
 - Preliminary engineering for scope development
 - Design, bid, construction, start-up and commissioning, and overall project management services.
- It is anticipated that SAWS will award two (2) contracts totaling up to \$2M.

Project Overview

Scope of work

- Unspecified, work order basis
- May include work on any scope common to a municipal water utility
- Coordination with SAWS engineering staff and outside organizations as needed for project work
- Site visits, proposals
- Preparation of plans, permitting, and specifications
- Mechanical, site/civil, structural and electrical engineering services, instrumentation and controls, surveying, permitting, geotechnical investigations, subsurface utility engineering, scheduling, cost estimating, construction management and other services, as necessary

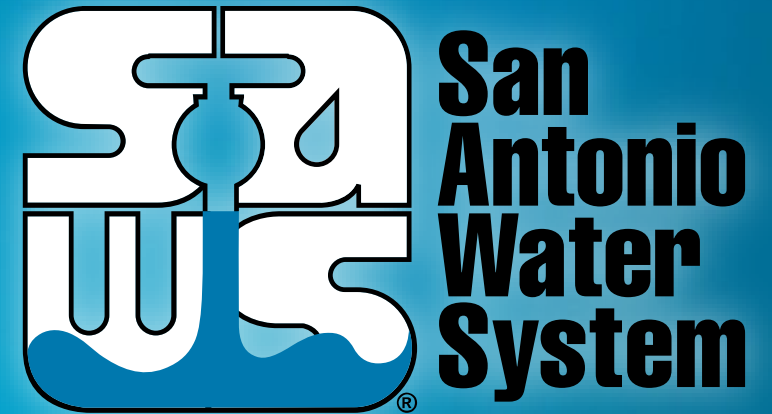


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