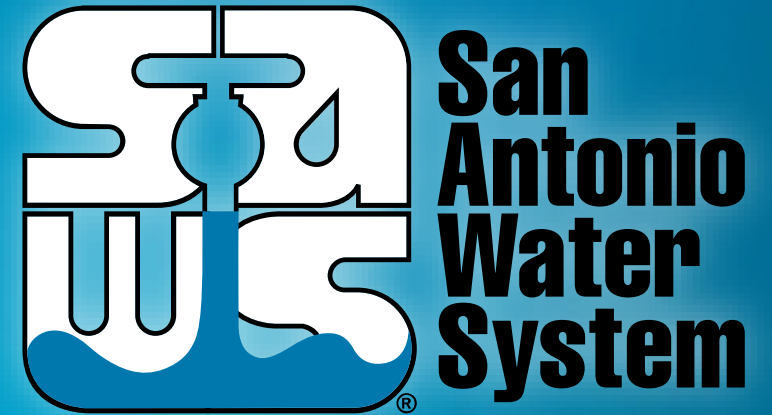


Steven M. Clouse WRC Biogas Production and Marketing Evaluation Study RFQ PS-00173

Marisa Palmer, P.E.,
Manager- Engineering, Plants-Major Projects

Marisol V. Robles
SBOP Program Manager

Thea Gonzalez
Contract Administrator



Non-Mandatory Pre-Submittal Meeting
April 23, 2024

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
- RFQ Solicitation Schedule
- Evaluation Criteria
- SBOP Requirements
- Solicitation Page
- Vendor Registration
- Addenda
- Submission Requirements
- Submission Deadline
- Communication Restrictions
- Communication Reminders
- Questions/Addendum
- Project Background
- Questions

Objective

The San Antonio Water System (SAWS) is pursuing Requests for Qualifications (RFQ) for professional engineering services for the Steven M. Clouse WRC Biogas Production and Marketing Evaluation Study project (“Project”).

The objective of the Project is for the selected consultant to perform a detailed evaluation of current and future biogas production, evaluate alternatives for optimizing use and/or sale of biogas produced to fulfill plant energy needs, and make recommendations regarding the most cost-effective alternative for using and/or selling biogas at the plant in the long-term. The anticipated services will include project management and coordination, conceptual evaluations, scenario modeling, preliminary engineering, cost estimating, and other services as necessary for the Project.

Selection Process

- SOQs reviewed for responsiveness
- Technical Evaluation Committee scores qualification statements based on evaluation criteria published in the RFQ
- Interviews held, if necessary
- Selection Committee reviews scores and recommends firms
- Good Faith Effort Plan will be evaluated and scored
- Negotiation with selected consultants
- Anticipated Board Award – July 2024

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
- 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
 - 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

RFQ Solicitation Schedule

MILESTONE	DATE / TIME
Questions Due	April 25, 2024 @ 4:00 PM CDT
Answers Posted	May 1, 2024 @ 4:00 PM CDT
Submittals Due	May 8, 2024 @ 2:00 PM CDT
Notification of Award / Contract Negotiations	July 2024
Board Award	July 2, 2024
Start Work	July 2024

The dates listed above are subject to change without notice

Evaluation Criteria

Criteria	Max Points
Team Experience and Qualifications	30
Similar Projects and Past Performance	25
Project Understanding and Approach	30
Small Business Opportunity Program (SBOP) Participation	15
Total	100

Team Experience and Qualifications (30 pts.)

1) Organizational Chart

- Identify all proposed Key Personnel and Key Subconsultants who will work on the Project. One (1) page limit

2) Provide resumes for up to (5) Key Personnel. One (1) page per person, Five (5) Page limit.

- Identify three (3) similar projects completed in the past fifteen (10) years, and provide a detailed description of capabilities and project experience and role in project relevant to the Scope of Services requested within the 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

3) Describe the composition of the team (Prime, Key Subconsultants, and other Subconsultants), role and responsibility of proposed team members and teaming history. One (1) page limit

Team Experience and Qualifications (cont.)

- 4) Utilize the table matrix within the Evaluation Criteria forms, to document the role of the Respondent and the proposed Subconsultants for the Project
- 5) Utilize the table matrix within the Evaluation Criteria forms to document the availability, percent of time committed to the Project for the duration of the Project, years of experience and geographic location of Respondent's Key Personnel, as well as Key Personnel from Key Subconsultant

Similar Projects and Past Performance (25 pts)

- I) Utilize the Evaluation Criteria Forms to provide information for three (3) relevant projects in the last seven (10) years
 - A minimum of two (2) of the three (3) projects shall be/have been performed by the Respondent
 - A maximum of one (1) of the three (3) projects may have been performed by Key Subconsultant (or by Respondent if no Key Subconsultant is proposed)
 - The proposed personnel in a leading role (e.g., QA/QC, Technical, Estimator, Process Modeling, Renewable Market Specialist, etc.) shall have participated in at least two (2) of the three (3) projects submitted
 - Other Key Personnel shall have participated in at least one (1) of the three (3) projects
 - Ensure contact information for references is correct and has been verified

Project Understanding and Approach (30 pts)

- 1) 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. Five (5) page limit
- 2) Provide a detailed Project implementation (including study and contract implementation) schedule listing the proposed tasks and their proposed durations. Assume a study start date of July 2024 and contract implementation completion of about 9-12 months. One (1) page limit - 11" x 17"
- 3) Provide responses to project understanding items listed in the evaluation criteria forms. Three (3) page limit

Project Understanding and Approach (cont.)

4) Provide project specific and unique quality control/quality assurance (QA/QC) and risk management strategies that Respondent engages in similar projects. One (1) page limit

- Plan for how issues will be identified, tracked, and resolved
- Describe how the independent QA/QC team will review the Project's deliverables to ensure the Project is of high quality, implementable, and cost-effective
- Describe how the accuracy and completeness of planning level OPCCs are derived in accordance with ACEC's Recommended Practices 17R-97 and 56R-08

Aspirational SBOP Goal

18%

- SMWBs' Participation between 1.00% - 9.99%: Two (2) Points
- SMWBs' Participation between 10.00% – 14.99%: Five (5) Points
- SMWBs' Participation between 15:00% - 17.99%: Ten (10) Points
- SMWBs' Participation meeting or exceeding 18.00%: Fifteen (15) Points

Minimum Qualifications for SBOP recognition:

- South Central Texas Regional Certification Agency
 - Must be SBE-Certified (including MBEs and WBEs), or,
 - Certified by the Texas Historically Underutilized Business “HUB” Program
- Local Office or Local Equipment Yard
 - Bexar, Comal, Guadalupe, Hays, Kendall, Travis, and Williamson counties

Good Faith Effort Plan (GFEP) FAQs

- **Q: Is the 18% SBOP goal mandatory?**
A: No, but we ask prime contractors to do their best with good faith outreach efforts. If the goal is not met, proof of outreach efforts is required with the submittal.
- **Q: What if I am having trouble finding SMWB-certified subcontractors?**
A: The SCTRCA has a search portal at www.sctrca.org. Please include SAWS-specific parameters in your search. Contact Senior SBOP Specialist Susan Rodriguez at Susan.Rodriguez@saws.org if assistance is needed.
- **Q: What if my business is SMWB-certified? Do I need to find SMWB-certified subs?**
A: If your firm is SMWB-certified, you will most likely meet the goal. However, the GFEP is a required document, and a good faith outreach effort is still necessary.
- **Q: Do I need to include all my subcontractors in the GFEP or just those that qualify towards the SBOP goal?**
A: All subcontractors need to be included in the GFEP, including non-SMWBs.
- **Q: What if I have questions about the GFEP?**
A: Please contact the Senior SBOP Specialist Susan Rodriguez at Susan.Rodriguez@saws.org. GFEP questions can be asked at any time before the submittal is due.

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

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

<https://saws.smwbe.com>



The screenshot displays the homepage of the San Antonio Water System's Subcontractor Payment & Utilization Reporting System. The header features the San Antonio Water System logo on the left, the text "OUR MAIN SITE" in the center, and a "CONTACT SUPPORT" button on the right. The main content area has a blue background with a photograph of industrial water treatment equipment. The title "Subcontractor Payment & Utilization Reporting System" is prominently displayed in white, with a "Log In" button below it. Below the main content, there are three columns of links: "System Training" (with a "Training" button), "About the System" (with an "Information for Vendors" button), and "Account Access" (with "Account Lookup" and "Forgot Password" buttons). A footer at the bottom states: "The Subcontractor Payment & Utilization Reporting System is powered by B2Gnow Software © Copyright 2018."

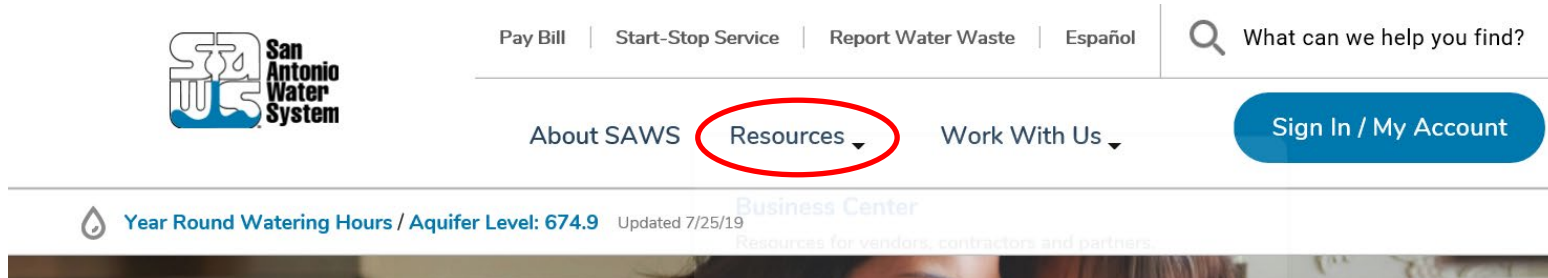
SBOP Questions

Questions related to the SBOP Program, the Good Faith Effort Plan (GFEP), or finding certified subconsultants may be directed to the SBOP Manager until the RFQ is due.

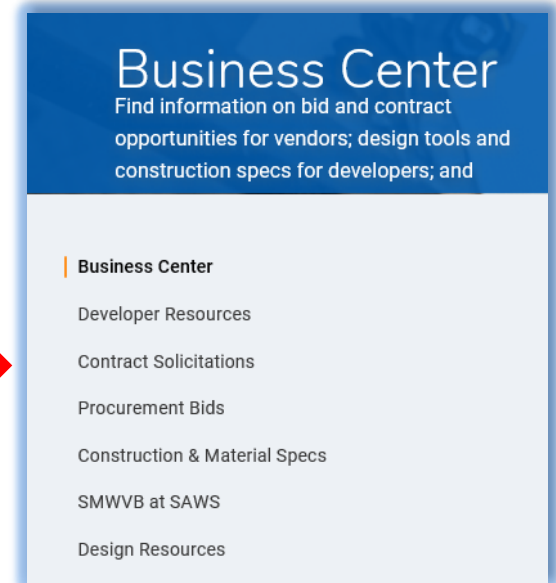
Marisol V. Robles	Susan M. Rodriguez	Roxanne Eguia
SBOP Manager	Senior SBOP Specialist	SBOP Specialist
Marisol.Robles@saws.org	Susan.Rodriguez@saws.org	Roxanne.Eguia@saws.org
210-233-3420	210-233-3070	210-233-3980

Contract Solicitations Website

- To locate the Contract Solicitations website, choose Resources



- Click on Business Center
- At the drop-down menu choose Contract Solicitations



Contract Solicitations Website

- Choose the specific project
- The following buttons are now located under the advertisement:
 - Notify Me
 - Interested Firm List
 - Downloads
 - Full RFQ
 - Evaluation Forms
 - Addendums



The screenshot displays the website interface for contract solicitations. It features three main sections at the top, each with an icon and a button:

- Non-Mandatory Pre-Submittal Meeting**: Includes a calendar icon with the number 31, the text "Non-Mandatory Pre-Submittal Meeting", the time "2:00 PM, Thursday Nov. 2, 2023", the URL "https://saws.webex.com/saws/j.php?MTID=m58fe0bdfff78636a26b4d9eaa9a9187b", and a blue "Subscribe" button.
- Notify Me**: Includes a megaphone icon, the text "Notify Me", and the description "Receive updates sent straight to your inbox.", with a blue "Subscribe" button.
- Interested Firm List**: Includes an icon of three people, the text "Interested Firm List", and the description "Firms who have obtained the RFQ proposal.", with a blue "View List" button.

Below these sections is a **Downloads** section with two items:

- Full RFQ Proposal**: Includes a PDF icon, the text "Full RFQ Proposal", and a note: "Note: You will be prompted to login to access the full proposal document."
- Evaluation Forms**: Includes a DOC icon, the text "Evaluation Forms", and the date "Oct. 26, 2023".

Vendor Registration & Notification (VRN)

- Please register through SAWS Vendor Registration Program on the SAWS website at www.saws.org to ensure access to the latest information
- To receive updates on specific projects, registered vendors must 'Subscribe' to the project by selecting the project and clicking 'Subscribe' under the Notify Me box

https://apps.saws.org/Business_Center/Contractsol/



Notify Me

Receive updates sent straight to your inbox.



Subscribe

Addenda

- More than one (1) addendum may be posted
- Addendums are acknowledged on the Respondent Questionnaire
- Check SAWS website often and prior to submitting your proposal
- **The overall 17-page limit and page limit response to Project Details in Section IV. Submitting a Response and the Submittal Response Checklist of the RFQ, will be addressed via the next addendum.**

Submission Requirements

- File size limitation is 10 MB and shall be no greater than **17** pages
(To be addressed via an addendum)
- Use 8-1/2" x 11" portrait format, up to one (1) 11" x 17" will be permitted for project implementation schedule
- Thoroughly read the RFQ to become familiar with scope
- Be specific and avoid “boiler plate” responses where narrative is requested

Submission Requirements (cont.)

- Required forms do not count toward the page limit
 - Submittal Response Checklist, Respondent Questionnaire, W-9 form, Insurance requirements, Good Faith Effort Plan, and the Conflict-of-Interest Questionnaire
 - The cover page and tabs do not count towards the page limit
 - The evaluation criteria forms also do not count towards the page-limit
- The 17-page limit includes the following:
 - Org Chart (1 page)
 - Resumes (5 pages)
 - Team Composition (1 page)
 - Project Approach (5 pages)
 - Project Implementation Schedule (1 Page)
 - Response to Project Details (3 pages)
 - QA/QC Strategies (1 page)

Submission Requirements (cont.)

- Similar Projects submitted should be of similar size, scope and contract value to the Scope of Services and Additional Requirements identified within the RFQ
 - Projects must be **completed**
 - Key staff on the org chart should ideally have worked on the example projects submitted
- Contact the SBOP Program Manager for assistance, if necessary
- Perform QA/QC on proposal prior to submitting
- 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

Submission Deadline

- **Electronic submittals DUE by May 8, 2024, by 2:00 p.m. (CDT)**
- Refer to RFQ for instructions to e-mail your submissions
- Allow sufficient time to upload submittal ahead of the deadline to allow for any technical difficulties
- Respondents are strongly encouraged to submit their proposals at least two (2) hours prior to the Proposal deadline
- Respondents shall indicate **PS-00173 Steven M. Clouse WRC Biogas Production and Marketing Evaluation Study**, 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

Communication Restrictions

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

Communication Reminders

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

Questions

- Must be submitted in writing by April 25, 2024, by 4:00 P.M. (CDT) via e-mail to:

Thea Gonzalez

Contract Administrator

Contract Administration Department

San Antonio Water System

Theadora.Gonzalez@saws.org

- Questions will be formally answered via Addendum posted by May 1, 2024, by 4:00 p.m. (CDT)

Project Background

SAWS Water Recycling Centers

**Steven M.
Clouse WRC**

**125 mgd Avg
250 mgd Peak**



**Leon
Creek WRC**

**46 mgd Avg
92 mgd Peak**



**Medio Creek
WRC**

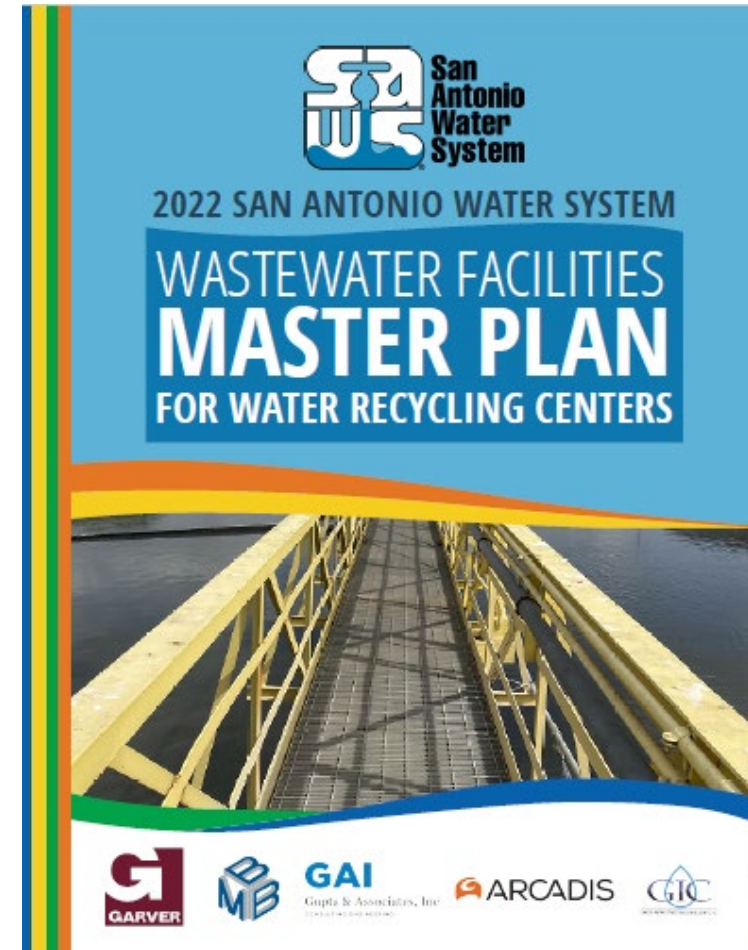
**16 mgd Avg
40 mgd Peak**



Project Background

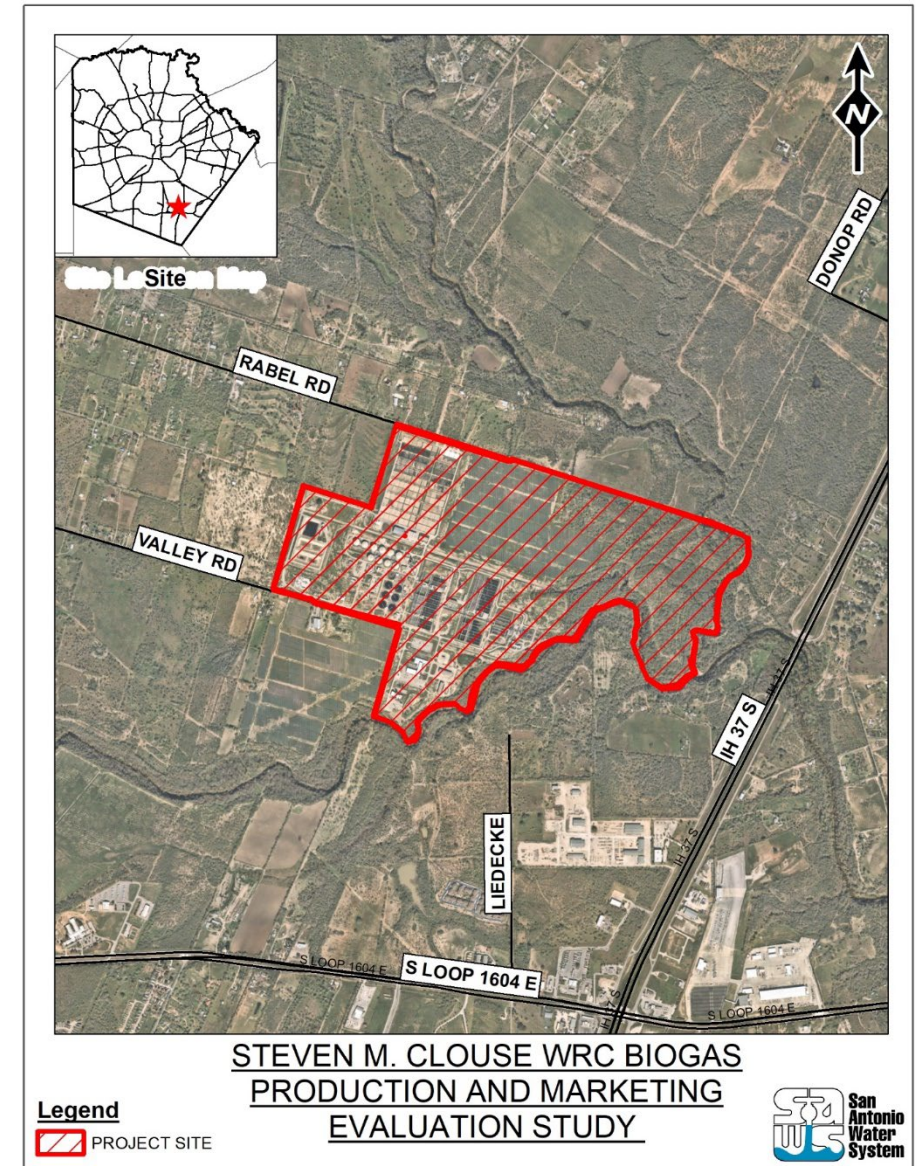
Wastewater Facilities Master Plan for Water Recycling Centers

- The WW Facilities Master Plan was completed in 2022.
- It outlined a vision for a 30-year planning period (2020 through 2050) and identified the required upgrades and expansions to provide adequate level of service to customers and ensure compliance with regulatory requirements.
- One of the largest projects identified is the Steven M. Clouse Biosolids Systems Upgrades that is anticipated to be completed by 2030.



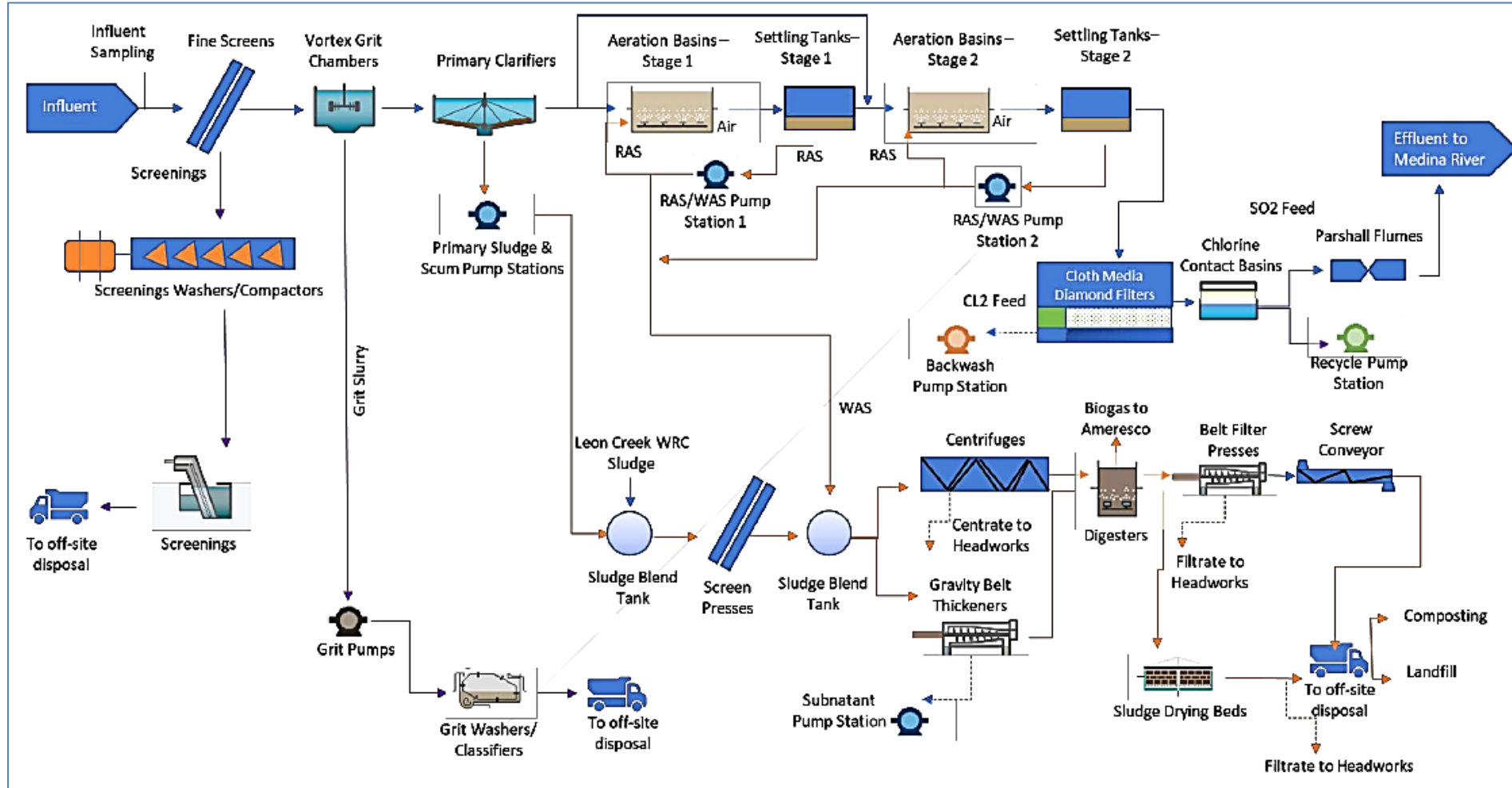
Project Background (Location)

- The Steven M. Clouse WRC is the central location for processing biosolids generated by all three of the SAWS water recycling centers.
- The plant is located in south Bexar County.



Project Background

Steve M. Clouse WRC Process Flow Diagram



Background – Project Necessity

- The current biogas contract between SAWS and the private vendor will expire in 2030.
- The current biogas refinement systems installed by the private vendor will not be sufficient for future 2050 average biogas flows projected by the 2022 SAWS Wastewater Facilities Master Plan.
- SAWS is implementing the third and final phase of a digester mixing and systems facility enhancements program to improve digestion efficiency.
- SAWS is also installing a new natural gas line so the boilers can be run with dual-fuel, biogas and natural gas instead of biogas and propane. Such will allow for greater operational flexibility and help SAWS to more reliably meet the private vendor biogas sales agreement.

Project Objective

The objective of the Project is for the selected consultant to perform a detailed evaluation of current and future biogas production, evaluate alternatives for optimizing use and/or sale of biogas produced to fulfill plant energy needs, and make recommendations regarding the most cost-effective alternative for using and/or selling biogas at the plant in the long-term.

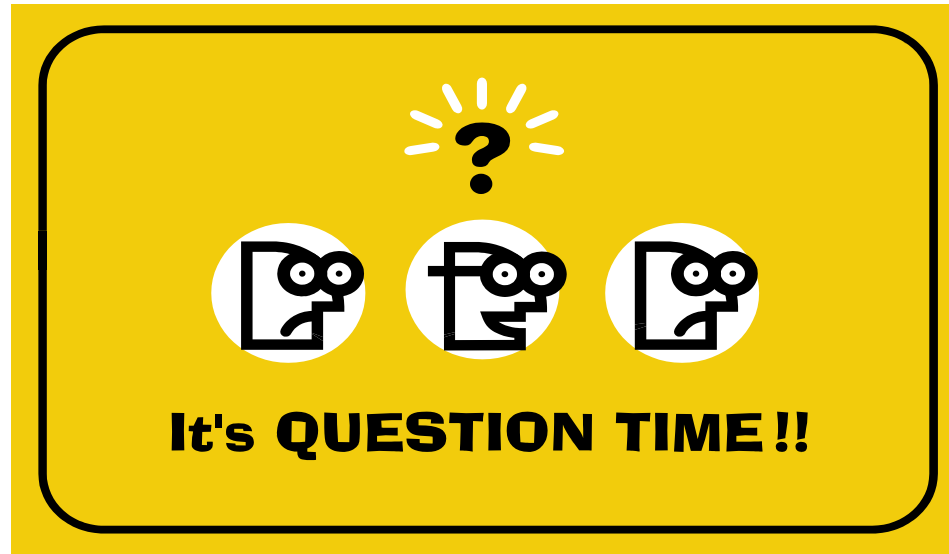
Project Scope – Phase I

Key components of this biogas production and project scope include:

- Evaluate and understand the current state of SAWWS biosolids production process
- Evaluate current contract with private vendor
- Provide alternatives/recommendations for new/updated contract terms and conditions
- Evaluate existing and future biosolids processing conditions
- Provide alternatives for use of biogas for a planning of 20 years
- Provide a detailed path forward of steps necessary for contract re-negotiations, renewal, or establishment of a new contract
- Supplemental Services include but are not limited to:
 - Modeling of processes, Permitting requirements for alternatives

Project Scope – Phase II

- Depending on the outcome and duration of Phase I, SAWS reserves the right to expand the scope of services to assist with the implementation and support for recommended/selected alternative including assistance with renewal of the existing contract or development of a new contract.

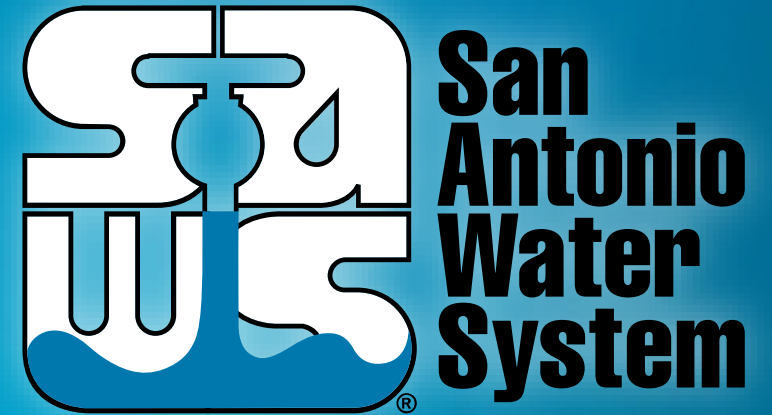


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