



Water Committee

**San Antonio River Authority Quarterly Meeting
Tuesday, November 1, 2022 – 2:00 p.m. – 3:00 p.m. – SARA Headquarters**

MEETING MINUTES

Attendees: **SARA** – Melissa Bryant, Amy Zola, Erin Teague, Rikki Anderson, Stacey Pager, Sean Donovan; **ACEC SA** – Luis Cuellar (CP&Y), Jesse Guerra (Plummer), Jeremy Doege (WGI), Naomi Miller (ACEC SA)

I. Discussed upcoming RFQs:

- a. Martinez II will not be PDB as earlier discussed, will be traditional DBB with RFQ expected 1st quarter next year as funds for project not available until July 2023 (next FY). Rikki didn't think this would be issued as a progressive D/B; only CMAR.
- b. Three RFQs likely will be advertised in late December 2022/ January 2023 as follows:
 - i. Geotechnical Engineering/Survey IDIQ
 - ii. Spirit Reach Trail – Trail connecting Brackenridge Park to the headwaters at UIW, under Hildebrand, adjacent to Sisters of Incarnate Word, logistic challenges, structural/stability challenges, wetlands, historical/cultural resources, 2,700 linear feet, joint project with Bexar County/CoSA/SARA. Added scopes are floodplain; groundwater.
 - iii. Westside Creek Lighting – Part of CoSA bond.
 - iv. IDIQ – Geotech/survey.
 - v. Dam Rehabilitation Planning – Karnes County, Escondido Creek, 3 dams, (NRCS)
 - vi. IDIQ General Engineering Services – Scheduled for February/March 2023
 - vii. GIS contract to be issued through IT department with a tentative date of January 2023
- c. SARA mentioned that RFQs are evaluated by staff level, who also makes selections. Keep this audience in mind when formulating SOQ.
- d. SOQ org chart should include depth, not just Principals or Senior PMs. SARA understands work mainly performed by PEs /EITs so want to see experience at that level as well.
- e. Tailor SOQ responses to the project being pursued. Generic responses are inadequate and show how to make the project a success together. Specifics are critical and speak to who will do what in the SOQ. Critical thought would be evaluated additionally separately. Anticipate issues; talk about them. Vet any innovative aspects.
- f. QC the SOQ before submitting, misspellings and grammar mistakes are frowned upon. However, in Management Plan, don't include overly laborious QA/QC as SARA not likely going to include in scope.
- g. The "Innovation" term previously discussed is meant to include "Critical Thinking" when formulating SOQs. Keep in mind material delays, supply/labor shortages, cost/schedule impacts, evaluation of CMAR, etc. The innovative ideas are encouraged but show the execution, implementation and follow through.



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- II. Update on LID Manual revisions was discussed. Upcoming workshop on November 14, 2022, which will be last one. The 3rd Edition Manual will include common design elements, O&M, with goal to have included in CoSA UDC amendment approved by City Council on Dec. 12, 2022.
- III. ACEC SA feedback on construction documents and specs was discussed. Committee will be providing updates prior to next meeting. Some issues to resolve are floodplain risk to Contractor. Also, holding contractors accountable for erosion/vegetation stabilization as that has been an issue in the past. SARA requested help with getting more Contractors to bid on trails/sidewalks, maybe reach out to Austin/surrounding area and conducting outreach sessions about upcoming SARA projects.
- IV. Contracting updates were discussed
 - a. B2G (diversity) system for payment verification.
 - b. Goals based on partnering agency : 30% SBE /20% DBE for Bexar County, goals vary with CoSA.
 - c. Independent goals for SARA not yet established and moving forward points will be given in the scoring criteria.
 - d. DocuSign is being implemented.
 - e. Working on better defining scope of services and schedule to manage expectations more effectively (i.e., more accountability and risks). In particular, PM tasks need to be better defined.
 - f. Services to be Excluded should be documented in Scope of Services.
 - g. Better define "Industry Standard".
- V. Committee mentioned that most Consultants prefer lump sum contracts vs. hourly contracts, especially when scope is well defined.
- VI. General Items discussed:
 - a. Melissa will provide Staff/org chart changes;
 - b. Committee indicated that Utilities Development Advisory Committee positions/vacancies were communicated to our membership.
 - c. It was suggested for consultant community to look through the SARA financial budget/CIP outlook that is available.
 - d. Open House with SARA/engineering firms will be forthcoming in January 2023.
 - e. The ACEC Leadership Training was discussed and SARA had good feedback. Committee mentioned that a Survey would be sent out to the 18 attendees.