



FORMAL INVITATION FOR BIDS

TRANSFER AND IMPLEMENTATION OF DATA RECORDS TO GIS READY FILES

Solicitation No.: M-15-003-MR

Addendum 2 | February 9, 2015

This addendum changes the IFB, provides a sample drawing, address questions submitted and requests the completion and submittal of the included Good Faith Effort Form.

CHANGES TO IFB

Page 4 of 22 of the IFB, subsection 4: "ASSURANCE OF COMPLIANCE - EQUAL EMPLOYMENT OPPORTUNITY AND SMALL AND/OR MINORITY BUSINESS ADVOCACY REQUIREMENTS: **DELETE THE LAST TWO LINES OF THIS PARAGRAPH.**

RESPONDENTS MUST COMPLETE AND SUBMIT WITH THEIR RESPONSE THE SMWB GOOD FAITH EFFORT FORM ATTACHED TO THIS ADDENDUM.

END CHANGES TO IFB

ANSWERS TO QUESTIONS

1. Page 5 of 22 mentioned a Mandatory Pre-Bid Conference but does not include any date or time. When will the Mandatory Pre-Bid Conference take place?
(Similar question)
 - a. **Addressed in Addendum 1.**

2. Can this bid be submitted electronically in PDF format?
 - a. **No. An original submission of the entire bid form must be submitted per the instructions. This submission must be completed and signed per the bid instructions.**

3. Is there any SMWE goal?
 - a. **There is a 17% aspirational SMWB goal for this project, however, points (for SMWB, etc.) are not assessed on low bids. Please contact the SMWB Program Manager at 210-233-3420 if you need assistance with finding SMWB-certified firms to contact as potential subcontractors.**
4. How can I get a listing of bidders from your previous solicitation of similar scope?
 - a. **A copy of the previous RFP submission list is provided as an attachment to this addendum.**
5. Page 5, item 10a states that “Mandatory Pre-Bid Conference” is required to participate in the bid. However, I do not see a date mentioned for the pre-bid conference. Is there a required pre-bid conference, and if so, what is/was the date? Also, is there a Q & A deadline?
 - a. **See the answer to Question 1.**
6. I noticed that this RFP is very similar to R-14-007-MR that was awarded last year. Is there any relationship between this current RFP and the previous one?
 - a. **This is an IFB for the same services. The contract awarded for the previous RFP is nearing expiration.**
7. GISP level expertise – We currently have 4 GISP certified professionals. Does this qualify as GISP expertise? What are the requirements for GISP expertise on this project?
 - a. **GISP certified through GISCI. We are looking for GIS professionals with expertise and experience in the field.**
8. DBE Requirement – Is there a DBE requirement for the project? If so what is the percentage of DBE participation? If no, will preference be given to a firm that has DBE consultants on their proposal?
 - a. **SAWS recognizes Small, Minority, and Woman-owned Business (SMWB) certification. Please also see the answer to question 3.**
9. Does SAWS want the as-builts organized, cataloged, and linked to the associated water features that are digitized in the geodatabase?
 - a. **There is a field in the attribute table that holds the asbuilt job number but SAWS will link the asbuilts to the GIS record.**
10. What is the anticipated number of as-builts, cadd files, field notes, etc that SAWS is expected to submit to the consultant as source data?
 - a. **Typically there is only one source data for each job.**
11. Number 3 under the SPECIFICATIONS AND GENERAL REQUIREMENTS: Will the consultant return the raw drawings and records in a specific format, or is the only submittal of drawings and records that of which it was received? Will the consultant be required to rename or convert source files to a specific format upon return of the source data?
 - a. **The contractor will be required to return the raw drawings in the same condition they received them, all accounted for. Raw documents should be scanned and returned in pdf format.**

12. Number 4 under the SPECIFICATIONS AND GENERAL REQUIREMENTS section states “field notes”. What format are field notes to be delivered to the consultant? Are these notes on the as-builts, or hand drawn connectivity and notes?
- a. **Field notes are typically final design plans with hand-drawn comments from the inspector or engineer that could be used to create final as-builts.**
13. Number 11 under the SPECIFICATIONS AND GENERAL REQUIREMENTS – please define “utility layouts”?
- a. **Utility layouts would be the GIS points and lines of a job/project to include the attribution and connectivity of that project.**
14. Price Schedule – is this just an example of how the price schedule should be submitted, or is SAWS anticipating 1,000,000 LF of digitizing? If not, what is the anticipated number of features to be digitized?
- a. **Last year SAWS added 120 miles of new main (not including laterals or replaced pipe requiring attribution). We anticipate an increase in 2015 so 1,000,000 would be the top estimate of possible work.**
15. Will SAWS provide the necessary GIS data (aerial, roadway, utility assets, etc.), or is collection of GIS source data the responsibility of the consultant?
- a. **SAWS will provide necessary GIS data; contractor is not responsible for collecting base data.**
16. Does SAWS have a current updated right of way layer? If so, is it safe to assume that the digitizing of water and sewer systems will only be completed up to the ROW, and that features residing on the source plans/data that fall outside the ROW will not be included in the geodatabase.
- a. **SAWS does not have a right of way layer. Our data is in the street or in an easement.**
17. Does SAWS currently have a database schema developed for water and sewer data, or will the consultant be required to develop a database model?
- a. **Please note specifications in #4,5,& 7. SAWS will provide our database schemas with domains for the contractor. The contractor will not be required to develop a database model.**
18. What attributes should be included in the database while digitizing features and connectivity?
- a. **Water, wastewater, and recycle networks are in a feature dataset with 2 to five individual layers of assets. Each asset will have attributes such as job #, install date, material, Diameter, length, depth, type, SAWS data from other provided layers such as service center, block map grid, shed.. Database includes domains on many attributes.**
19. Does SAWS anticipate any field verification of features?
- a. **No.**
20. What is the anticipated time frame for final delivery and completion of task?

- a. **Please note #11. Manageable groups of data should be complete in a three week timeframe.**
21. Page 15 of the IFB states that the estimated quantity is 1,000,000 and a unit price is required. Will the total cost be spread over 3 years since the term of agreement runs through 4/2018 or 5 years since there are optional extensions through 5/2020?
- a. **This is an annual contract for three years with two optional extensions.**
22. If awarded, can the production effort be sent to a company office (subsidiary) outside the borders of the US?
- a. **Yes, however the contractor must do the packaging and then quality-assure the returning data.**
23. Is the entire SAWS network available in CAD and in what format SAWS can provide this information to the contractors?
- a. **No, the system is not available in CAD. SAWS will be providing the system in geodatabase format.**
24. How much of SAWS network is currently available in GIS, CAD, and hard copy?
- a. **The entire SAWS network is available in GIS.**
25. What data (or which fields) will require manual transfer from CAD into GIS?
- a. **Water, wastewater, and recycle networks are in a feature dataset with 2 to five individual layers of assets. Each asset will have attributes such as job #, install date, material, Diameter, length, depth, type, SAWS data from other provided layers such as service center, block map grid, shed and will need attribution Database includes domains on many attributes. Please also see the answer to question 18.**
26. What data (or which fields) will require manual transfer from hard-copy drawings into GIS?
- a. **The same as above.**
27. Approximately how many hard copy utility sheets (or plans) exist in the SAWS network?
- a. **This contract is not for the entire system, just new and replaced data coming into the system annually. The contractor will not need our current hardcopy utility sheets. A typical package of work will be less than 50,000 feet of main.**
28. Have all hard copy plans been converted or scanned to a digital format (like pdf, jpg or tiff)? If not, approximately what percentage of plans are still hard copy?
- a. **Hard copy or dgn will require scanning to pdf format.**
29. Will the selected vendor be allowed to perform the requested work off-shore in a secure work environment, or is the work required to be performed within the domestic USA?
- a. **See the answer to question 22.**
30. Can the required Asbuilt drawing work be performed remotely off-line and the completed work delivered and uploaded to SAWS's server via a batch load process? Or will the vendor be required to work in the SAWS operating environment?

a. Batch.

31. If the vendor is required to work in SAWS's live operating environment, are there specific SAWS hours of operation when the vendor may remotely access the SAWS database server?
- a. See the answer to question 30.**
32. Will SAWS freeze the operating database from making any changes on the SAWS production environment until the vendor's batch deliverable is merged into production?
- a. See the answer to question 30.**
33. Can SAWS provide a sample of a typical Asbuilt drawing for review?
- a. A sample is provided as an attachment to this addendum #2.**
34. Will a performance deposit be required by the successful bidder on this RFP?
- a. No, however please note that the agreement allows SAWS to obtain the service elsewhere if non-performance is an issue and to charge the difference in cost to the non-complying contractor.**
35. Per Service Requirements # 6 on page 13, "SAWS will provide data sources to include but not be limited to: CADD files (DGN or DWG), digital plans (tiff, pdf, jpg) and/or hardcopy plans." Will SAWS deliver the CADD files and digital source drawings electronically to the vendor? Is it anticipated that some source documents will be paper Asbuilt drawings that will need to be picked up by the vendor at a SAWS facility, or can these be shipped by SAWS to the vendor?
- a. Contractor must retrieve or arrange to retrieve materials at SAWS HQ. SAWS will not provide postage or packaging services.**
36. There is no mention of Landbase/parcel data in the RFP. As part of schema delivery, will SAWS provide the Landbase and ROW data?
- a. See the answer to question 16.**
37. Can SAWS provide an estimate of the average number of files/drawing associated with each job batch?
- a. See the answers to questions 10 and 27.**
38. I have a few additional questions to add. Is SAWS just looking for a price per square foot for water/wastewater referencing and data capture or would you also like to receive an entire proposal that outlines a proposed scope? We typically include a firm overview, project team/resumes, project descriptions/client references, and a proposed technical approach. Should we submit a more detailed approach based on tasks for review by you and the SAWS team or do you just need basic information and the documents required in the bid? If you would like a detailed approach, would there be a maximum page number limit? We try to keep our approach, resumes, project descriptions under 25-30 pages.
- a. Please provide pricing in accordance with the included bid form. Please also not that this procurement is an Invitation for Bids (IFB.) Selection will be based on the lowest responsible bid. No weight is given for plan or approaches submitted with your bid. This information however is useful for determining that the respondent is capable of performing the described work.**

END ANSWERS TO QUESTIONS

NOTIFICATION OF ADDITIONAL REQUIRED FORM!

All responding firms must fill out and sign the attached Good Faith Effort Form with their respective bids.

END NOTIFICATION OF ADDITIONAL REQUIRED FORM!

No other items, dates, or deadlines for this IFB are changed.

END ADDENDUM 2



GOOD FAITH EFFORT PLAN FOR SERVICES SUB-CONTRACTS

FOR

NAME OF PROJECT: _____

SECTION A - PROPOSER INFORMATION:

Name of Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Telephone: _____

Email Address: _____ Fax: _____

Is your firm Certified: Yes _____ No: _____ If certified, Certification Number: _____

Type of Certification: _____ SBE _____ WBE _____ MBE

Prime's Percent Participation on this Project: _____ %

- List ALL SUBCONTRACTORS/SUPPLIERS that will be utilized on this project/contract.

Name & Address of Company	Scope of Work/Supplies to be Performed/Provided by Firm	% Level of Participation on this Project	If Firm is Certified, Provide Certification Agency name and attach copy of Certification Affidavit
1.			
2.			
3.			
4.			

SECTION B. – SMWB COMMITMENTS

The SMWB goal on this project is 25 %

1. The undersigned proposer has satisfied the requirements of the RFQ/RFP specification in the following manner (please check the appropriate space):

The proposer is committed to a minimum of 25% SMWB utilization on this contract.

The proposer, (if unable to meet the SMWB goal of 25%), is committed to a minimum of _____% SMWB utilization on this contract. *(If contractor/consultant is unable to meet the goal, please fill out Section C and submit documentation demonstrating good faith efforts).*

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

Name: _____

Title: _____

Phone Number: _____

IF THE SMWB 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 SMWB goal was not achieved).

- List all firms you contacted with subcontracting/supply opportunities for this project that will not be utilized for the contract by choice of the proposer, subcontractor, or supplier. Written notices to firms contacted by the proposer for specific scopes of work identified for subcontracting/supply opportunities must be provided to subcontractor/supplier not less than five (5) business days prior to bid/proposal due date. The following information is required for all firms that were contacted for subcontracting/supply opportunities.

Name & Address of Company	Scope of Work/Supplies to be Performed/Provided by Firm	Is Firm SMWB Certified?	Date Written Notice was Sent & Method (Fax, Letter, E-Mail, etc.)	Reason Agreement was not reached?
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

(Use additional sheets as needed)

In order to verify a proposer's good faith efforts, please provide to SAWS copies of the written notices to all firms contacted by the proposer for specific scopes of work identified in relation to the subcontracting/supply opportunities in the above named project. Copies of said notices must be provided to the SMWB Program Manager with five (5) business days after the bid is due. Such notices shall include information on the plans, specifications, and scope of work.

- Did you attend the pre-proposal conference scheduled for this project? ____ Yes ____ No

- List all SMWB listings or directories, contractor associations, and/or any other associations utilized to solicit SMWB Subcontractors/suppliers.

- Discuss efforts made to define additional elements of the work proposed to be performed by SMWBs in order to increase the likelihood of achieving the goal:

5. Indicate advertisement mediums used for soliciting bids from SMWBs. (Please attach a copy of the advertisement(s):

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 SMWB Program Manager at (210) 233-3420. If the SMWB goal was not met, the SMWB Program Manager will evaluate the "good faith efforts" of the respondent.

DEFINITIONS:

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

Subconsultants/subcontractor: Any named person, firm partnership, corporation, association or joint venture identified as providing work, labor, services, supplies, equipment, materials or any combination of the foregoing under contract with a prime consultant/contractor on a San Antonio Water System contract.

Small, Minority and Woman Business (SMWB): All business structures Certified by the Small Business Administration, Texas State Comptroller's Office, or the South Central Texas Regional Certification Agency that are 51% owned, operated, and controlled by a Small Business Enterprise, a Minority Business Enterprise, or a Woman-owned Business Enterprise.

Small Business Enterprise (SBE): A business structure that is Certified by the Small Business Administration, Texas State Comptroller's Office or 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

Minority Business Enterprise (MBE): A business structure that is certified by the Small Business Administration, Texas State Comptroller's Office 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 SMWB program, the following are recognized as minority groups:

- a. **African American** – Persons having origins in any of the black racial groups of Africa as well as those identified as Jamaican, Trinidadian or West Indian.
- b. **Hispanic American** – persons of Mexican, Puerto Rican, Cuban, Spanish or Central or South American origin.
- c. **Asian-Pacific American** – persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.
- d. **Asian-Indian American** – persons whose origins are from India, Pakistan, Bangladesh or Sri Lanka.
- e. **American Indian/Native American** – persons having no less than 1/16 percentage origin in any of the American Indian Tribes, as recognized by the U.S. Department of the Interior's Bureau of Indian Affairs and as demonstrated by possession of personal tribal role documents.

Women Business Enterprise (WBE): A business structure that is Certified by the Small Business Administration, Texas State Comptroller's Office 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.

African American Business Enterprise (AABE): A business structure that is Certified by the Small Business Administration, Texas State Comptroller's Office 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.

Joint Venture: A limited association of two or more persons to carry out a single business enterprise for profit, for which purpose they combine their property, money, efforts, skills and knowledge.

