



E-16: Wurzbach Parkway Sewer at Highway 281
Solicitation Number: CO-00325
Job No.: 18-4509

ADDENDUM 2
June 5, 2020

To Respondent of Record:

This addendum, applicable to work referenced above, is an amendment to the price proposal, plans and specifications and as such will be a part of and included in the Contract Documents. Acknowledge receipt of this addendum by entering the Addendum number and issue date on the space provided in submitted copies of the price proposal.

RESPONSES TO QUESTIONS

Q1: Is this project specified for polymer concrete? If no, can it be bid as an alternative to other corrosion protection?

Response: *No, this project is not specified for polymer concrete and will not be accepted as an alternative.*

CHANGES TO SPECIFICATIONS

- 1. REQUEST FOR COMPETITIVE SEALED PROPOSALS (ADDENDUM 2)-** The last paragraph of the Request for Competitive Sealed Proposals is deleted in its entirety and replaced with the following:

Due to the COVID-19 emergency and to protect the health of the public, SAWS is implementing new procedures for the submission of proposals. Proposals will be received either Electronically or through Sealed envelopes, until 2:00 PM (CDT), Wednesday, June 17, 2020. Electronic proposals will be received via the secure SAWS FTP site. See the Electronic Proposal Opening Instructions attachment for additional information regarding the submission of an electronic proposal. Electronic proposals shall be accompanied by a bid bond in an amount not less than five percent of the total proposal price. (Or, if providing SAWS with a cashier's check or certified check in an amount not less than five percent of the total proposal price, SAWS will request this within 24 hours from any Respondent who did not submit a bid bond.) Proposals will then be publicly opened and read aloud by Contract Administration via WebEx.

Respondents will need to submit a request by **Tuesday, June 16, 2020 by 2:00 PM CDT** to receive access to the File Transfer Protocol (FTP) site via email to **roxanne.lockhart@saws.org**. Respondent's email requesting access to the FTP site shall provide the legal name of Respondent's company and the intended recipient's email address and phone number. No requests for FTP site access will be accepted after **Tuesday, June 16, 2020 by 2:00 PM CDT**.

- 2. PROPOSAL PACKET CHECKLIST.** The Proposal Packet Checklist is hereby deleted in its entirety and replaced with the revised Proposal Packet Checklist attached to this Addendum. This revised version should be used by Respondents when submitting for this RFCSP.

3. INSTRUCTIONS TO RESPONDENTS. Sections 1(a-e), 2 a, and 4 of the Instructions to Respondents are hereby deleted in their entirety and replaced with the following:

“1. Proposals will be submitted in accordance with the following:

- a. **Eight (8)** sealed proposals to include **one (1)** original proposal, clearly marked and signed in blue ink, **one (1)** USB or flash drive of the original proposal and **seven (7)** copies shall be **personally/hand delivered** to and received by **Counter Services** in the Customer Service office across from the Guard Station, **San Antonio Water System, 2800 U.S. Hwy 281 North, Customer Center Building, Suite 141, San Antonio, Texas 78212**, until the time specified in the Request for Competitive Sealed Proposals (RFCSP).

Or, three (3) separate files in pdf format, as indicated on the Respondent’s Proposal Checklist, clearly titled, signed in blue ink uploaded to the FTP site provided by SAWS until the time specified in the RFCSP.
- b. If the sealed proposal(s) are submitted electronically to the FTP site or delivered by any **means other than personal/hand delivery**, then it is the Respondent’s sole responsibility to ensure they are sent to the San Antonio Water System, 2800 U.S. Hwy 281 North, Customer Center Building - **Contract Administration, Suite 171**, San Antonio, Texas 78212, no later than the exact time specified in the RFCSP.
- c. All sealed proposals errantly submitted or delivered to a location other than the exact location stated above will be returned unopened.
- d. **Electronic proposals will be received by Contract Administration in the SAWS secured File Transfer Protocol (FTP) site.** All proposals will be received until the date and time specified in the Request for Competitive Sealed Proposals.
- e. All electronic or sealed proposals received after the exact time set for the proposal opening in the Request for Competitive Sealed Proposals will be returned/ deleted and unopened.
- f. The San Antonio Water System Contracting Office may, at its sole discretion, without waiver of rights or authority, in equity or at law, return or delete any unopened proposals not meeting the exact requirements as stated above.

2. Proposals will be opened in accordance with the following:

- a. Proposals will be opened **in a public WebEx meeting** and the names of the offerors and all prices stated on each price proposal will be read aloud by a Contract Administration representative. Instructions on how to participate in this public WebEx meeting can be found in the Electronic Proposal Opening Instructions.”

All other language in this section remains the same.

4. **Electronic** proposals must be submitted with the original price proposal form attached herein and shall be sealed in an envelope or submitted through the SAWS FTP site and shall be titled with the solicitation number, date and time of the proposal opening, and the name of the project.”

4. Supplementary Instructions to Respondents, Section F (1-8) shall be removed and replaced with the following:

F. FORMAT OF PROPOSALS *(font in bold has been revised)*

1. Proposals shall be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of this RFCSP. Emphasis shall be (in no particular order) on the quality, completeness, clarity of content, responsiveness to the requirements, responsiveness to the evaluation criteria, and an understanding of SAWS needs.
2. Respondents shall utilize the fillable evaluation forms provided by SAWS to prepare the response to this RFCSP. The cover, cover letter (if any), table of contents, divider sheets, proposal checklist, financial statement, Good Faith Effort Plan, Price Proposal, and any other required documents will not count as printed pages.
- 3. Proposals shall be submitted in three (3) pdf files if submitted electronically or three (3) separate envelopes (or box and envelopes). Respondents should reference the revised Respondent's Proposal Checklist to ensure all required items are included.**
4. Respondents shall carefully read the information contained in this RFCSP and submit a complete response to all requirements and questions as directed. Incomplete Proposals may be considered non-responsive and subject to rejection.
5. Proposals and any other information submitted by Respondents in response to this RFCSP shall become the property of SAWS.
6. Proposals shall be **prepared** on letter-size 8-1/2" x 11" paper and assembled with spiral-type bindings or staples. The project schedule can be printed using tabloid-size 11" x 17" paper. **IF SUBMITTING HARD COPIES, DO NOT USE METAL-RING HARD COVER BINDERS.**
7. Respondents shall utilize the Respondent's Proposal Checklist provided in this RFCSP **and must provide page numbers for all pages of the proposal.**
8. Separate and identify each evaluation criteria response of this RFCSP by use of a divider sheet with an integral tab for ready reference in the order indicated within the Respondent's Proposal Checklist.
9. Respondents shall include one (1) copy of the complete proposal on a flashdrive or thumb drive in portable document format (.pdf) in addition to the required number of hard copies. The flashdrive or thumb drive shall contain the entire proposal package as submitted, excluding the financial statement, Good Faith Effort Plan, and Price Proposal, and should be enclosed in a paper envelope, clearly marked with the pertinent solicitation information.

All other language in the remainder of the Supplementary Instructions to Respondents remains the same

- 6. Insert the Electronic Proposal Opening Instructions after the Instructions to Respondents. Respondents who intend to submit a proposal electronically shall read and understand the requirements.**

CLARIFICATIONS

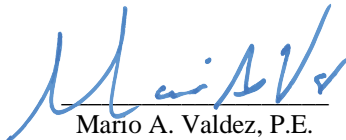
1. To minimize travel and the need for Respondents to hand deliver proposals during the COVID19 Emergency, SAWS has provided the option to submit the proposals electronically. See the Electronic Proposal Opening Instructions attached to this Addendum.
2. The public Proposal Opening will be conducted on video via a WebEx meeting. See the Electronic Proposal Opening Instructions attached to this Addendum.

END OF ADDENDUM 2

This Addendum is 6 pages in its entirety.

Attachments:

- Electronic Proposal Opening Instructions (1 Page)
- Respondent's Proposal Checklist (1 page)


Mario A. Valdez, P.E.
Kimley-Horn and Associates, Inc.





E-16 WURZBACH PARKWAY SEWER PROJECT AT US
HIGHWAY 281
Solicitation Number: CO-00325

ELECTRONIC PROPOSAL OPENING INSTRUCTIONS
June 17, 2020 AT 2:00 PM (CDT)

FTP PROPOSAL UPLOAD

In order to receive **electronic proposals** for this RFCSP, SAWS will utilize a SAWS secured File Transfer Protocol (FTP) site. Only Respondents submitting as Prime Contractors will need to submit their request prior to **June 16, 2020 by 2:00 pm (CDT)** to receive access to the FTP site via email to roxanne.lockhart@saws.org. Respondent's email shall provide the legal name of the Respondent's company and the intended recipient's email address and phone number. No requests for FTP site access will be accepted after **June 16, 2020 by 2:00 pm (CDT)**. Once a Respondent is approved for access, an email with a hyperlink to the FTP site and a unique password for the Respondent will be provided to the Respondent's email recipient.

Once access is received, Respondents may upload the required documents per the revised Respondent's Proposal Checklist any time before **June 17, 2020 at 2:00 PM (CDT)**. **Please ensure to allow sufficient time should Respondents experience technical difficulties in uploading the required documents. No changes to the proposal price can be made once the proposal has been submitted.**

Respondents shall comply with the following:

- 1) Limit files to three (3) pdf files that includes all items as indicated on the revised Respondent's Proposal Checklist. **ONLY 3 SUBMITTALS PER RESPONDENT WILL BE ACCEPTED PER REQUEST.** Do not upload zip files.
- 2) Ensure that the itemized General Price Proposal Items is the first page(s) of File 1.
- 3) Respondents may protect the documents from editing by adding a password. **However, the document must be accessible for viewing by SAWS without requiring a password.**
- 4) Files shall be titled as required on the Respondent's Proposal Checklist.
- 5) **DO NOT SHARE ACCESS AND/OR PASSWORD WITH OTHER PARTIES OUTSIDE YOUR COMPANY.**
- 6) **ENSURE THE PROPOSAL IS SENT NO LATER THAN THE DUE DATE AND TIME. PROPOSALS SUBMITTED AFTER THE PROPOSAL OPENING DEADLINE WILL NOT BE ACCEPTED.**

If Respondent is in need of help, they may contact the SAWS Contract Administrator, **Roxanne Lockhart**, at **210-233-3095** or view troubleshooting tips at <http://www.Serv-U.com/sharefiles>

WEBEX PROPOSAL OPENING MEETING

WebEx meeting details are below, if Respondent would like to view the public opening of the price proposals.

When it's time, start or join the WebEx meeting from [here](#).

Access Information

Meeting Number: **146 945 1393**

Meeting Password: 9XxJ3mTSDf3

Audio Connection: +1-469-210-7159 United States Toll (Dallas)

+1-408-418-9388 United States Toll

If Respondent has questions or concerns, please contact Roxanne Lockhart.

Roxanne Lockhart

Contract Administrator

2800 U.S. Highway 281 North, Ste. 171 | San Antonio, TX 78212

Office | 210-233-3095

Email | roxanne.lockhart@saws.org

RESPONDENT'S PROPOSAL CHECKLIST

Project Name: **E-16 Wurzbach Parkway Sewer Project at US Highway 281**
SAWS Job No. **18-4509**
SAWS Solicitation Number: **CO-00325**

File/Envelope 1 Titled: PROPOSAL_CO00325_FIRM NAME

- General Price Proposal Items (latest version)
- Signed Price Proposal Signature Page/Acknowledgement of Addendums
- Signed Proposal Certification Page (PC-1)
- Bid Bond*
- Financial Statement

***If proposal is submitted electronically without Bid Bond, SAWS will require check within 24 hours of bid opening**

- Cashier's Check or Certified Check

File/Envelope 2 Titled: ORIGINAL PROPOSAL_CO00325_FIRM NAME

- Proposal Checklist
- One (1) flashdrive of Original Proposal Packet (excluding the Price Proposal and Financial Statement)
- Statement on President's Executive Orders – Page IR-8
- Good Faith Effort Plan
- Conflict of Interest Questionnaire – Form CIQ (*Rev. 11/30/2015*)
- W-9
- Proof of Insurability (Letter from Insurer or Sample Certificate of Insurance)
- Respondent Questionnaire
- Evaluation Criteria Form
 - Team Qualifications and Experience with Resumes and Organizational Chart
 - Quality, Reputation, and Ability to Deliver Projects on Schedule and within Budget
 - Project Approach including Delivery Schedule (“Project Schedule”)
 - Safety Information for Prime Contractor and Key Subcontractor(s)

File/Box 3 Titled: COPY_CO00325_FIRM NAME

(Differs from original -Excludes Price Proposal and Financial Statement)

- Proposal Checklist
- Respondent Questionnaire
- Evaluation Criteria Form
 - Team Qualifications and Experience with Resumes and Organizational Chart
 - Quality, Reputation, and Ability to Deliver Projects on Schedule and within Budget
 - Project Approach including Delivery Schedule (“Project Schedule”)
 - Safety Information for Prime Contractor and Key Subcontractor(s)

I certify that the proposal packet submitted includes all required items as indicated above.

Signature

Date

Printed Name

Title

Firm Name