



**Rate Study RFP  
Solicitation Number: R-21-004-RL**

**ADDENDUM 1  
June 11, 2021**

<b>RESPONSES TO QUESTIONS</b>
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1. **Question:** Can you confirm how many files we can submit in the email submission? The RFP says “Only two (2) file with all required response information shall be submitted” however, the RFP indicates to submit the proposal, compensation proposal, and sample rate model in a separate Excel file

*Answer: See Changes to the RFP #2 & 3. Please provide SAWS with the compensation proposal in a separate PDF, the original proposal in a separate PDF, and an Excel file with the Sample Rate Model for a total three (3) separate files instead of two (2).*

2. **Question:** Page 7 of the RFP indicates that we should only submit two files, the Original Proposal and the Compensation proposal. However, page 8 also indicates we should submit a sample model as a separate Excel file. Should we submit three files? Or may we link to the Excel model within our proposal which would also help meet the file size limit of the submission?

*Answer: Please see response to Question 1.*

3. **Question:** Is the City open to reducing the number RAC meetings from 6-8 (Jan-May) to one per month, for a total of five?

*Answer: SAWS will work to minimize the number of RAC meetings necessary for the RAC to complete their mission of making recommendations to the SAWS Board regarding the rate structures for water delivery, water supply, recycled water and wastewater rates. However, the consultant should plan on 8 meetings.*

4. **Question:** Who leads the meetings of the RAC?

*Answer: SAWS staff will lead the RAC meetings. The consultant may be asked to deliver some of the content during the meetings and should be available to answer questions during the meetings.*

5. **Question:** Is the City open to re-chartering the RAC – meaning, making modifications to how it works, but not changing its mission or purpose?

*Answer: The current RAC Bylaws will be updated by staff and presented to the SAWS Board of Trustees prior to the start of the RAC meetings in January. The current RAC Bylaws can be found here:*

*[https://apps.saws.org/who\\_we\\_are/community/rac/docs/3756/2019%20RAC%20Bylaws%20\(Aproved\).pdf](https://apps.saws.org/who_we_are/community/rac/docs/3756/2019%20RAC%20Bylaws%20(Aproved).pdf)*

**CHANGES TO THE RFP**

1. Page 5, remove and replace the Estimated Timeline E., Proposals Due, with the following:

“June 25, 2021 by 2:00 p.m..... Proposals Due”

2. Page 7, IV. Submitting a Response, Section B., Submission, Number 1., remove and replace with the following:

“Address a PDF of your submittal to [contracting@saws.org](mailto:contracting@saws.org). Entitle the subject line of the submission email with “**R-21-004-RL – Rate Study RFP Response**” and name of Respondent. If any hard copy proposals are submitted in error, they will **not** be evaluated for consideration. The file size limitation for submission is 10MB. Only three (3) files with all required response information shall be submitted. A brief e-mail response will be provided to acknowledge receipt of your submission. Pages requiring signatures shall be scanned or electronically signed. The submission shall be tabbed and “bookmarked” in PDF to match the response format indicated further in this solicitation. The entire submission shall be in searchable PDF format.

3. Page 26, Submittal Response Checklist, remove in its entirety and replace with the attached revised version which changes the total files from two (2) three (3) files adding the Sample Rate Model in Excel, which is the version Respondents shall use when submitting a proposal for this RFP.

**END OF ADDENDUM**

This Addendum is three (3) page in its entirety.

Attachments:

Submittal Response Checklist

# SUBMITTAL RESPONSE CHECKLIST

(Rev. 6/11/21)

Project Name: Rate Study RFP

Firm Name: \_\_\_\_\_

Use the checklist to ensure that the proposal is complete by checking off each item included with your response. Sign and date this form and include this page with each proposal.

***File 1\_R-21-004-RL \_Compensation Proposal:***

Exhibit "D" – Compensation Proposal

***File 2\_R-21-004-RL \_Original Proposal:***

Respondent Questionnaire

Completed and signed W-9 Form, and include email address or fax number

Project Approach and Quality Assurance/Control to include (but not limited to):

Work Plan

Sample Rate Model

QA/QC Document

Project Team and Team Member Experience to include (but not limited to):

Organizational Chart

Resumes

3 Similar Projects

Understanding of San Antonio Socio-Political Environment

Copy of Current Certificate of Liability Insurance

Exhibit "B" – Good Faith Effort Plan

Exhibit "C" – Conflict of Interest Questionnaire

***File 3\_R-21-004-RL \_Sample Rate Model:***

Sample Rate Model (in Excel)

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title