



INDEPENDENT COST ESTIMATING SERVICES 2020
Solicitation Number: PS-00104

ADDENDUM 1
November 5, 2020

To Respondent of Record:

CHANGES TO THE RFQ

1. **COVER PAGE:** The deadline has been deleted in its entirety and modified as follows: **December 1, 2020 at 10:00 AM (CST)**.
2. **SECTION I.D. ESTIMATED TIMELINE:** The submittals due date is deleted in its entirety and modified as follows: **December 1, 2020 at 10:00 AM (CST)**.
3. **SECTION I.D. ESTIMATED TIMELINE:** The submittals evaluation date is deleted in its entirety and modified as follows: **December 2020**.
4. **SECTION IV. SUBMITTING A RESPONSE:** Item #3 of subsection IV.B is deleted in its entirety and replaced with the following:

"Responses are limited to a maximum of **twenty-one (21)** pages per proposal including the fillable forms **and the 11x17 Project Schedule**. Required forms do not count toward the page limit. Required forms are the Submittal Response Checklist, Respondent Questionnaire, W-9 form, Insurance requirements, Good Faith Effort Plan, SCTRCA Certificates and the Conflict of Interest Questionnaire. The cover page and tabs do not count towards the page limit. Number each page starting with the cover letter, including text charts and graphic images."
5. **ATTACHMENT I, EVALUATION CRITERIA DETAILS AND REQUIREMENTS:** Attachment I, Evaluation Criteria Details and Requirements is hereby deleted in its entirety and replaced with the revised Attachment I, Evaluation Criteria Details and Requirements attached to this Addendum.

END OF ADDENDUM

This Addendum, including this one (1) page, is six (6) pages with attachments in its entirety.

ATTACHMENT:
Attachment I, Evaluation Criteria Details and Requirements

Attachment I Evaluation Criteria Details and Requirements

Respondents not providing a response to each of the criteria listed in Attachment II and the Forms in Attachment III may be considered non-responsive and ineligible for consideration.

Evaluation Criteria	Points	Description	Response Format and Page Limits	Submission Reminders
Team Experience and Qualifications	30 pts	1. Provide an organizational chart identifying: <ul style="list-style-type: none"> ▪ All proposed Key Personnel to include Respondent's personnel and Key Sub-consultants who will work on the Project. ▪ Key Personnel include, at a minimum, the Task Lead, Lead Estimator, QA/QC Lead, Discipline Estimators (e.g., Process Mechanical, Electrical, I&C, Civil, Architectural, Structural, etc.). ▪ Key Sub-consultant is a consultant that will have a significant role in the Project. 	One (1) page limit	<ul style="list-style-type: none"> ✓ Ensure Sub-consultants identified match those listed on the Good Faith Effort Plan. ✓ Ensure Key Personnel identified are included in the organizational chart.
		2. Provide up to 1-page resume for each proposed Key Personnel. <u>The Task Lead's resume should be included first.</u> In each resume, include the following information: <ul style="list-style-type: none"> ▪ Name, title, education. ▪ Description of professional qualifications (to include licenses, certifications, memberships, and associations). ▪ Number of years with current firm and total number of years of professional experience. ▪ Brief overview of professional experience and expertise. ▪ Brief overview of estimating tools, specialized estimating software, cost databases, and level of proficiency with those. ▪ Three (3) construction cost estimates for similar and relevant projects completed in the past five (5) years. Provide a detailed description of capabilities and project experience and role in project relevant to the Scope of Services requested within this RFQ. Clearly identify whether the projects listed are with the current firm or part of the 	Five (5) page limit	<ul style="list-style-type: none"> ✓ Key Personnel resumes focus on projects that are similar and relevant to the scope of services within this RFQ to include their role.

Evaluation Criteria	Points	Description	Response Format and Page Limits	Submission Reminders
		<p>individual's professional experience.</p> <ul style="list-style-type: none"> ▪ All active projects currently assigned to for 2021 and percentage of time allocated to each of the projects listed. <p>3. Describe the composition of the team (Respondent [Prime consultant], Key Sub-consultants, and other Sub-consultants), role and responsibility of proposed team members and teaming history. If proposed staff is not part of the proposed Key Personnel, please identify lead person from each firm and briefly describe their role.</p> <p>4. Illustrate the availability, percent of time committed to this contract in 2021, of Respondent's Key Personnel, as well as Key Personnel from Key Sub-consultants. Include geographic location for each resource identified in the table.</p>	<p>One (1) page limit and fillable form</p> <p>Fillable form</p>	<p>✓ Clearly define roles and responsibilities for all proposed firms.</p> <p>✓ Fill in the table provided within the Evaluation Criteria Forms.</p> <p>✓ Fill in the table provided within the Evaluation Criteria Forms.</p>
Similar Projects and Past Performance	30 pts	<p>1. Provide a list five (5) completed independent construction cost estimates for similar and relevant projects in the last five (5) years in which Respondent has performed services similar to those sought in this RFQ. The proposed Task Lead and Lead Estimator shall be employees of the Respondent. The proposed Task Lead shall have participated in at least three (3) of the five (5) projects. The proposed Lead Estimator shall have participated in at least three (3) of the five (5) projects. Discipline Estimators and QA/QC Lead shall have participated in at least three (3) of the five (5) projects submitted. This list, at a minimum, shall include:</p> <ul style="list-style-type: none"> ▪ Names of clients and location (city/state) ▪ Reference contact to include names, titles, emails and current phone numbers ▪ Corresponding year and duration of the projects (contract NTP and completion date) ▪ Detailed description of the projects (include specific aspects 	Fillable forms	<p>✓ Fill in tables provided within the Evaluation Criteria Forms. No additional narrative is required.</p> <p>✓ Respondent shall have developed independent construction cost estimates, not as part of the design team, for the five (5) similar projects submitted.</p> <p>✓ Similar projects are considered projects of similar scope, complexity, and contract value.</p> <p>✓ Key Personnel should have participated in the same role as proposed for this project.</p> <p>✓ Ensure contact information for references is correct and up to date.</p>

Evaluation Criteria	Points	Description	Response Format and Page Limits	Submission Reminders
		<p>that Respondents wants considered in the evaluation)</p> <ul style="list-style-type: none"> ▪ Provide an explanation for why each project is similar to the Project assignment resulting from this RFQ ▪ Respondent’s role and Key Personnel’s responsibilities in these projects including the Sub-consultants 		
		<p>2. Provide cost information for a total of eight (8) projects including the five (5) projects submitted as part of bullet (1) above, as it relates to the accuracy of the independent construction estimates, comparing the estimate developed by the Respondent to the design engineer’s estimates and approved construction contract awards.</p>	Fillable form	<p>✓ Use table provided within the Evaluation Criteria Forms. No additional narrative is required.</p>
Project Understanding and Approach	25 pts	<p>1. Provide a detailed approach 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. Describe the steps, methods, techniques and tools that your firm will employ to prepare independent construction cost estimates that will be within the expected accuracy range. Cost estimates for 90% Design Phase shall be Class 1 Estimates in accordance with AACE Recommended Practices 17R-97 and 56R-08.</p>	Two (2) page limit	<p>✓ Responses to this criteria should clearly demonstrate Respondent’s familiarity with the Scope of Services identified within this RFQ.</p>
		<p>2. Provide a sample schedule for preparing an independent construction cost estimate for a wastewater treatment facility rehabilitation project with a construction value of \$15 million or more.</p>	One (1) page limit and 11”x17” landscape format	✓

Evaluation Criteria	Points	Description	Response Format and Page Limits	Submission Reminders
		<p>3. Provide responses to the following:</p> <ul style="list-style-type: none"> ▪ Describe factors influencing bids and price proposals from contractors and how those factors may affect the Owner’s ability to fund construction projects. ▪ Describe understanding of the Respondent’s role, SAWS’ role, and the design engineer’s role. ▪ Approach for developing high quality and accurate independent construction cost estimates for projects with a construction value equal to or greater than \$10 million. ▪ Familiarity with the San Antonio construction market and local construction practices. ▪ Understanding of availability of local, regional, and national contractors. ▪ Understanding of recent pricing and bidding trends for the San Antonio market as they related to water utility infrastructure projects. ▪ Understanding of pricing trends for equipment, materials, and labor as they relate to and influence pricing for SAWS infrastructure projects. ▪ Approach for coordinating with design engineer to maximize the benefit from developing an independent construction cost estimate for a project. ▪ Team approach to preparing deliverables (independent construction cost estimates) to meet deadlines associated with fast-track SAWS requests without compromising the quality of deliverables and Project schedule. 	<p>Two (2) page limit</p>	
		<p>4. Project specific and unique quality control/quality assurance (QA/QC) and risk management strategies that Respondent engages in similar projects.</p> <ul style="list-style-type: none"> ▪ Plan for how issues will be identified, tracked, and resolved. ▪ Describe how the QA/QC Lead will review project deliverables to ensure work products are in conformance with AACE Recommended Practices 17R-97 and 56R-08. 	<p>One (1) page limit</p>	

Evaluation Criteria	Points	Description	Response Format and Page Limits	Submission Reminders
		<ul style="list-style-type: none"> ▪ Approach for validating prices for equipment, materials, and specialized labor for projects. ▪ Identify risks associated with preparing independent construction cost estimates at 90% design for projects with a construction value of \$10 million or more. 		
Small, Minority, Woman, and Veteran-owned (SMWVB) Business Participation	15 pts	Complete Exhibit B indicating Respondent's commitment to SAWS' SMWVB policy, which will be based on meeting or exceeding the minimum SMWVB goal of 40%. All Sub-consultants should be included on this form, regardless of their SMWVB status.	Exhibit B	✓ Ensure sub-consultants listed on the organizational chart are included on the GFEP.

100 pts