



REQUEST FOR PROPOSALS
Solicitation Number: RE-16-001-AM

REAL ESTATE PROPERTY ACQUISITION SERVICES

Addendum 1 – December 1, 2016

This Addendum provides responses to questions and changes to the RFP.

I. Questions and Answers

Q1: How many contracts does SAWS plan on awarding under this RFP?

A1: SAWS plans in awarding one contract as a result of this RFP.

Q2: Section IV Submitting a Response; B - Submission: Item 2 states “Eight (8) must be submitted as well.” Does that mean 8 additional hard “copies” of the proposal need to be submitted with the one (1) original hard copy and CD?

A2: Correct.

Q3: I received the above referenced RFP. Is this proposal applicable to real estate appraisers, or only ROW acquisition companies

A3: The consultant should have experience in ROW acquisition.

Q4: Section I. Project Information; B. Scope of Services; paragraph 3 on page 3: What type of real estate research and analysis is expected?

A4: Review plats and deeds for the subject property to determine ownership and other title curative issues related to the acquisition of an easement is part of this RFP’s scope of work.

Q5: Section IV. Submitting a Response; B. Submission; paragraph 4 on page 6: Are resumes counted in the 15 page maximum pages per proposal?

A5: Yes, resumes are counted towards the page limitation for this RFP. See changes to RFP page limitation below in Section II, Item #1 of this Addendum. The page maximum limitation has been changed to twenty (20) pages per proposal.

Q6: Section IV. Submitting a Response; C. Response Format; Item 4 on page 6: Does SAWS wish to have only the resume of the Principal of the prime firm (item 4.1) and only the resume(s) of the Principal(s) at each sub-consultant (item 4.2)?

A6: See revisions to the RFP's Section IV, Submitting a Response; C. Response Format; Item 4 on page 6 as shown under Section II, Item #2 of this Addendum. Provide resumes of Principle and other key personnel for both prime firm and sub-consultants.

Q7: Will SAWS or the selected consultant hire the appraisers and review appraisers.

A7: SAWS already has contracts with appraisers.

Q8: Will SAWS or the selected consultant hire the title company?

A8: SAWS already has a contract with a title company.

Q9: If SAWS hires the appraisers and review appraisers and all other members of the consultants team are in house employees, is there any way to make any of the 15 points related to SMWB Participation.

A9: The only way to get SMWB participation is if the firm is certified SMWB or any subs used for this project are SMWB certified firms.

Q10: Page 7 of the Solicitation indicates fees can be submitted in three ways, hourly, flat rate or a combination of both. The sample contract only references an hourly rate. I know the contract is just a sample but I wanted to confirm the fee structure can in fact be one of the three way set forth on page 7.

A10: The contract is a sample contract and may be revised to reflect the final negotiated fee structure once a firm is selected and awarded the contract for this RFP. A flat fee will be based on the hourly rates provided.

Q11: Page 5 requires, in addition to the hard copies, the entire proposal be on a CD. Can a USB thumb drive be used instead of a CD?

A11: Yes.

Q12: The scope of work in the solicitation does not specifically reference relocation assistance services but on page 6 of the solicitation in the Background, Experience and Qualifications section relocation is mentioned regarding experience of the principal and any agents. Can you confirm that relocation services will or will not be required on these projects and if this should be a part of our submittal.

A12: Yes, relocation assistance/services experience should be included in the submittal. SAWS is seeking firms with relocation assistance/services experience.

Q13: Again on Page 6 when resumes are mentioned but the pages of the resumes themselves count against the 15 page limit.

A13: See response to Q5.

Q14: On page 3 of the Solicitation item 3 mentions Real Estate Research. Can you elaborate if this is solely analysis of title commitments and performing necessary curative measures to clear title or if actual title/abstract research will be required.

A14: The work will require review of title comments; however, firms also need to know how to perform abstract research and plat review.

Q15: Does the entire RFP need to be included in the submittal as an exhibit?

A15: No, a copy of the RFP is not to be included as an exhibit in the submittal. Refer to Section IV, Item C - Response Format and to Section V - Other Required Documents to Submit, of the RFP for the items to be included in the submittal.

Q16: Can you expand on the condemnation support the consultant will perform such as filing petitions, setting and attending hearings, obtaining signatures of special commissioners and service on defendants?

A16: SAWS Legal Counsel will file petitions and perform all the necessary duties required to complete the condemnation process. The consultant should attend the hearings and give testimony, if required.

Q17: Page 9 of the solicitation requires acknowledgment of the requirements of Exhibits D and E. Can this be done on a separate sheet in front of the exhibits and if so are those separate sheets considered part of the Exhibits and thus do not count against the page total of 15.

A17: Both the Security Procedures, Exhibit D, and the Sample Contract Acknowledgement, Exhibit E, must be acknowledged on the Respondent Questionnaire, item #12 and item #13 respectively on page 15 of the RFP. If Respondent has exceptions to the sample contract terms, a separate sheet as an attachment accompanying the Respondent Questionnaire form must be included proposing the alternate language to the sample contract template. Refer to Section V, Item D & E on page 9 of the RFP for details. This attachment will not count toward the 15 page limitation.

Q18: How many contracts does SAWS plan on awarding under this RFP?

A18: See response to Q1.

Q19: Section IV Submitting a Response; B - Submission: Item 2 states “Eight (8) must be submitted as well.” Does that mean 8 additional hard “copies” of the proposal need to be submitted with the one (1) original hard copy and CD?

A19: See response to Q2.

End of Questions and Answers

II. Changes to the RFP

1. Section IV - Submitting a Response, Item B. #4 on page 6 of the RFP that states:

Responses are limited to a maximum of fifteen (15) pages per proposal. 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, table of contents and tabs do not count towards the page limit. Number each page starting with the cover letter, including text charts and graphic images.

Has been revised to read:

Responses are limited to a maximum of twenty (20) pages per proposal. 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, table of contents and tabs do not count towards the page limit. Number each page starting with the cover letter, including text charts and graphic images.

2. Section IV – Response Format, Item C. #4 on page 6 of the RFP that states:

4. Firm’s Background, Experience and Qualifications/Demonstrated Excellence:

1. For the Principal:

- Work History
- Resume of Principal
- Specific Experience related to the scope
 - o Condemnation
 - o Relocation
 - o Management Skills & Coordination Experience

2. For the Sub-consultants and/or sub-agents:

- Work History
- Resume of Principal
- Specific Experience related to the scope
 - o Condemnation
 - o Relocation
 - o Management Skills & Coordination Experience

3. Project References

- Submit no less than 3 references within the last 5 years
- Describe work performed for each
- Provide contacts for each reference
- Detail if this reference was for the prime firm or sub agent

Has been changed to read:

4. Firm's Background, Experience and Qualifications/Demonstrated Excellence:

1. For the Prime Firm:

- Work History
- **Resume of Principal and other Key Personnel**
- Specific Experience related to the scope
 - o Condemnation
 - o Relocation
 - o Management Skills & Coordination Experience

2. For the Sub-consultants and/or Sub-agents:

- Work History
- **Resume of Principal and other Key Personnel**
- Specific Experience related to the scope
 - o Condemnation
 - o Relocation
 - o Management Skills & Coordination Experience

3. Project References

- Submit no less than 3 references within the last 5 years
- Describe work performed for each
- Provide contacts for each reference
- Detail if this reference was for the prime firm or sub agent

End of Changes to the RFP

End of Addendum 1