



REQUEST FOR PROPOSAL

PROPERTY DAMAGE LEGAL SERVICES

**Solicitation No.: R-17-007-JM
Addendum 2 | May 10, 2017**

QUESTIONS AND ANSWERS

1. **QUESTIONS:** SAWS noted in Section I. Project Information there were 29 damages incurred in March of 2017.
- a. Please provide the number of claims and dollar value, in aggregate, for the claims in each of the past three years.
 - b. What number of claims and dollar amount does SAWS anticipate/project incurring in the coming 12 and 24 months?

ANSWERS:

a.

<i>Year</i>	<i>No. Of Claims</i>	<i>Estimated Amount of Damages</i>
<i>2014</i>	<i>98</i>	<i>\$85,677.70</i>
<i>2015</i>	<i>256</i>	<i>\$469,961.93</i>
<i>2016</i>	<i>353</i>	<i>\$1,089,575.79</i>
<i>2017</i>	<i>195</i>	<i>\$382,626.60</i>
<i>Grand Total</i>	<i>902</i>	<i>\$2,027,842.02</i>

b. Unknown

2. **QUESTION:** Does SAWS believe all damage claims are reported and identified; or are there claims that occur that SAWS suspects are not identified and reported?

ANSWER: *SAWS suspects that some damage claims may not be identified and reported.*

3. **QUESTIONS:** Section C. Scope of Services of the Project Information states:
“In accomplishing its work, SAWS periodically requires assistance from outside legal counsel to complement its existing capabilities and address fluctuations in workload. As a result, SAWS seeks to establish a List of Qualified Outside Counsel (the “List”) from which future legal work may be assigned in an efficient and timely manner that also recognizes SAWS goals related to standardizing its contract procurement processes and diversifying the pool of firms.”

- a. Is SAWS open to outsourcing the entire damage claim process?
- b. Or, is SAWS limiting its process augmentation to the addition of additional legal support to be called on selectively in cases wherein it deems additional resources are needed?
- c. Does SAWS have the ability to electronically exchange data (police reports, financial data, work order system information, reports, etc.)?

ANSWERS:

- a. SAWS is open to considering any reasonable proposal.**
- b. SAWS is open to considering any reasonable proposal.**
- c. Yes, as available and applicable.**

4. QUESTION: How does SAWS currently identify, document, and track water system property damage claims?

ANSWER: *Claims are identified through a work order system and SITRPT email. Claims are documented and tracked through a claims database (IVOS) and reporting function.*

5. QUESTION: Does SAWS maintain access to a work order system to track and determine costs?
a. Can this access be shared with the selected vendor?

ANSWER: *Yes, SAWS maintains access to a work order system to track and determine costs.*
a. Not at this time.

6. QUESTIONS: How are damage repair costs determined?
a. Are actual costs used exclusively?
b. Is SAWS open to alternative cost determination methods?

ANSWERS: *Damage repair costs are determined by the field and the information entered into the work order system under the Resource Usage Tab. Water loss calculations are based on the rate provided by the SAWS Finance Department and the amount of water loss determined by the field.*
a. Generally, yes.
b. SAWS is open to considering alternative cost determination methods.

7. QUESTION: Can access to police report (in applicable cases) information be granted to the selected vendor?

ANSWER: *If SAWS can obtain the police report(s) in applicable cases, and it is determined to be relevant to the damage claim, such report(s) can be provided to the selected vendor.*

8. QUESTION: In the past, has SAWS included the administrative cost of recovery on the invoice?

ANSWER: *No.*

9. QUESTION: There are jurisdictions in which the general statute of limitations does not apply to cases in which the governmental body is damaged.

a. Is SAWS aware of such an exception?

ANSWER: **a. Yes.**

END OF QUESTIONS AND ANSWERS

This Addendum is two (2) pages in its entirety. There are no attachments.