



REQUEST FOR QUALIFICATIONS  
DESIGN-BUILD NEW SERVICE CENTER PROJECT  
Solicitation Number: Q-14-001-DD  
Job Nos.: 11-7701

ADDENDUM 2

FEBRUARY 7, 2014

This addendum includes responses to questions, as well as revisions to the RFQ.

QUESTIONS AND ANSWERS

1. **My firm is under contract with APSI for the commissioning on these projects. Are we precluded from participation on the Design-Build portion?**

*Please reference #1., "Changes to the RFQ", of Addendum 1 issued January 29.*

2. **Bain Medina Bain was part of the APSI team that did the surveying work at the project site for the service centers that SAWS is proposing via RFQ. Having done this work previously, does that preclude us from pursuing this project?**

*Please reference #1., "Changes to the RFQ", of Addendum 1 issued January 29.*

3. **Reference Page 9 of 42 of the RFQ that states "The Project Sheets in the SOQ shall include projects of which the Design Build Firm performed similar scope of services, as requested in this RFQ, work with public municipalities and similar industrial scope (fleet garage, fuel, multiple departments and vehicle types, mixed POV, company fleet vehicles and equipment sharing the site.)."**

**As municipal construction has only recently improved due to the economic downturn, may the Design Build Firm submit similar projects currently under construction that are 75% or more completed?**

*Yes, as long as the projects are in the construction phase, they may be submitted. However, this is at the sole discretion of the Respondent. Please also reference #3. below in "Changes to the RFQ", as part of this Addendum, which modifies the types of projects that may be submitted.*

4. **In the RFQ, page 7, it references a SAWS Commissioning Agent. Is the Commissioning Agent someone that will be procured separately through a formal or in-formal RFQ/RFP process?**

*SAWS has already contracted a commissioning agent who is a subconsultant to SAWS' Program Manager, APSI Construction Management.*

5. **Page 27 of the solicitation, Item 1.08 states that the project will require \$10,000,000.00 of professional liability insurance per occurrence, and \$10,000,000.00 in the aggregate.**

**This is an exceptionally high level of professional liability insurance. Many architecture firms carry a maximum of \$5,000,000.00 and \$1,000,000.00 to \$2,000,000.00 are common levels of coverage. Is this typical for a SAWS project, or is there some reason SAWS requires such a high level of coverage?**

*SAWS carefully reviews each project independently when determining insurance requirements. This review takes into consideration many factors, including the insurance required by state statute, budgeted cost, time, risk and industry standard insurance requirements. SAWS has revisited the amounts required for this Project with risk and insurance specialists, and has determined that the required amounts of Professional Liability (PL) insurance coverage described in*

*Exhibit "A" will be reduced from \$10 million occurrence/\$10 million aggregate to \$5 million occurrence/\$5 million aggregate. Please reference #5 below in, "Changes to the RFQ", of this Addendum.*

**In the event an architecture firm would need to buy additional coverage for the project, a separate policy or rider would have to be negotiated with their insurance carrier. If a client has reasons for atypical levels of coverage, they will often participate in the cost of the added premiums. Will saws fund added professional liability coverage over customary amounts?**

*Any additional costs incurred by the Respondent to carry coverage above a firm's typical policy, specifically to meet SAWS' needs, will need to be noted by the short-listed firms in their response to the Request for Proposals (RFP). This expense will be reviewed during contract negotiations with the selected DB firm.*

**If an architecture firm needs to negotiate additional coverage, will that have to be done prior to submitting the RFQ response? If a firm's maximum standard coverage is \$5,000,000.00 for each occurrence and aggregate, will SAWS deem their response to be deficient or non-compliant? Can additional coverage be purchased at the time of contract negotiations, after submittal of the RFQ?**

*Please see #5., "Changes to the RFQ", of this Addendum, which reduces the required PL insurance from \$10 million to \$5 million.*

*That being clear, SAWS would not expect a firm to purchase additional coverage for this Project during the solicitation process or prior to award of the contract by the Board. However, as part of the RFP, short-listed firms must demonstrate that their existing coverage meets the insurance requirements established in Exhibit "A" of the RFQ. This requirement to the RFP, is stated on page 3 of the RFQ and reads as follows, "Respondents.....must be prepared to represent, and shall by submission of its proposal represent, that it has carefully reviewed its insurance program and determined that its insurance policies comply with SAWS' insurance requirements.". If the Respondent's current policies do not comply with the requirements in Exhibit "A", SAWS recommends that the Respondent promptly begin the policy review, negotiation, and pricing process with their insurance carrier in order to show, as part of the RFP requirement, in detail that the Respondent can achieve the required coverage. If shortlisted, each firm would then include as part of the proposal, current policies as well as any new policies or riders needed to meet the requirement. This may include quotes and correspondence with the Respondent's broker and insurance company, sample endorsements, revised policies and any additional policies needed to meet the requirements that clearly depict a firm's ability, if selected, to meet all of the insurance requirements. If selected, any additional insurance required to meet SAWS' insurance requirements must be purchased and verified by SAWS prior to executing the contract.*

- 6. For the section titled, "Comparable Design Experience #1," does our Design/Build team need to provide three relevant projects that we have built as a team within the past ten years? Or, can we submit three projects designed by the Architect partner of our Design/Build team, and three projects built by the Construction firm? If so, For Exhibit "D" Project Reference Form," do we submit the same references for section "A. REFERENCES FOR DESIGN TEAM (IN-HOUSE OR SUBCONSULTANT) and "B. REFERENCES FOR PROJECT ARCHITECT?"**

*The term "Design Team" refers to either a DB firm's in-house design team or a subconsultant, as noted in your question as the "Architect partner". The three (3) projects requested in this section are intended to be the three (3) projects that were completed by either the in-house design team or the architect partner, whichever the Respondent is proposing. In the case of a subconsultant (architect partner) these three (3) references do not have to be projects from a previous joint effort of the architect partner and the DB Construction Firm.*

**On page 9 of 42, under "Construction Team and Project Experience, #1, it reads, "References for the Project Manager of the Construction Team shall be listed separately in Section D, of Exhibit "D" Project Reference Form, and may be, but are not required to be from the projects identified on the Project Sheets. shall be specifically from the (3) projects identified on Exhibit "D", Project" - Could you please clarify that the references for the Project Manager do not necessarily have to be from the Project Sheets submitted?**

*The references were separated to allow the design team (in-house design team or a subconsultant/architect partner) to designate a Project Architect who may not have worked on the three (3) referenced projects. For example, if the Project Architect is newly hired, or was assigned to work on a large project for the past several years and not involved in the three (3) referenced projects the firm is using as references, SAWS would need to see three (3) additional projects that*

*the Project Architect has worked on. The same projects can be referenced only if the same Project Architect was involved.*

**Do the projects that we cite in response to “Comparable Construction Experience,” have to be Design/Build projects? Or can they be projects that were delivered under a different delivery method, where our firm served as CM and our Architect partner function separately as Project Architect (example – CMAR)?**

*It is acceptable to reference three (3) projects of similar size and scope that were not delivered using the DB method. If this is the case then it is imperative that Respondents show evidence of previous DB experience elsewhere in the firm’s SOQ, since it is a requirement.*

- 7. Will the design/build team be responsible for providing environmental and geotechnical engineering services or will the owner have these responsibilities?**

*Yes, the selected DB firm will be responsible for providing all environmental and geotechnical engineering services.*

- 8. Does the RFQ submission require the teams provide a Surety Bond and/or “Good Guy Letter”?**

*No. This will be a requirement of the RFP.*

- 9. Is SAWS seeking LEED certification for this project, or just designing to meet LEED Certification standards?**

*SAWS is seeking to achieve LEED silver certification for the administration building at each site. The fleet garage and supply buildings will not have a LEED requirement, although they will be expected to be energy efficient and environmentally responsible.*

*There will be an opportunity for the selected DB firm to provide an “add alternate” showing any credit if SAWS chooses the facility to meet the LEED “silver” certification standards while forgoing the required paperwork registration to the USGBC.*

*Please also reference #1., “Changes to the RFQ”, as part of this Addendum.*

- 10. In referenced to Project Information (1A, page 1) and Evaluation Criteria, Project Approach (C, Page 7), what will be the general requirements for the proposal phase (Step 2) of this solicitation process? Will design drawings and construction cost be required – or will design drawings and GMP be developed after selection of the DB team (ref Texas Government Code Section 2267.307).**

*The RFP will be in accordance with Texas Government Code Section 2269.307, pursuant to which SAWS may request short-listed Respondents to submit certain information related to the Respondent’s “costing methodology.” The information to be requested will be listed in the RFP, but the RFP will not require proposals to include submission of a Guaranteed Maximum Price (GMP) or design drawings. SAWS anticipates that the RFP will request information relating to the Respondent’s policies on subcontractor markup, range of cost for general conditions, policies on retainage to be withheld from subcontractors, policies on contingencies, and/or discounts for prompt payment. SAWS will also expect Respondents to propose staffing for administrative duties. The RFP will include a form that will require the DB firm to disclose a range of fees for general conditions. An initial GMP, including the cost of construction, and all and all fixed fees, will be described in the form of the DB Services Agreement. These costs will be negotiated with the selected DB firm and Respondents are not permitted to include any of these costs in the RFQ or the RFP. Design documents will not begin until after a contract has been negotiated with the selected DB firm and a written Notice to Proceed has been issued by SAWS to the selected DB firm.*

- 11. In reference to Evaluation Criteria, Project Approach (B.2, Page 7), will a commissioning agent be provided by SAWS?**

*See SAWS ‘response to #4., “Questions and Answers”, within this Addendum.*

**THE FOLLOWING QUESTIONS WERE ASKED DURING THE NON-MANDATORY PRE-SUBMITTAL MEETING HELD JANUARY 30, 2014 at 10:00 A.M.**

- 12. You mentioned a full and medium size service center. Which size will the new service centers be?**

*The West Side Operations Center (WSOC) will be considered a full size center similar to the East Side Service Center due to the higher number of crews and size of the site. The North Side Service Center (NSOC) will be a medium size center due to the smaller number of crews and size of the site.*

- 13. Will there be any water conservation requirements?**

*No. There will not be any specific water conservation requirements in the RFP, but SAWS is open to suggestions from Respondents. The selected DB firm will be expected to review landscape plans with SAWS' Conservation Department.*

- 14. Will there be separate contracts for the two sites?**

*No, there will be only one DB Agreement, which includes both sites.*

- 15. Will the project be LEED certified or LEED equivalent?**

*Please reference #9 in this section, as well as #1, "Changes to the RFQ" in this Addendum.*

- 16. For the DB experience requirements, is this required of the DB firm alone? Or, do the DB firm and the Design Architect both need to have DB experience?**

*The DB firm, or the contractor as part of the DB firm's team, must have previous DB experience. The previous experience included in the SOQ does not have to have been specifically with the DB team and subconsultants of the Respondent's proposed team for this project. The Design Architect, unless they are acting as the prime in this solicitation, does not have to have had specific DB experience.*

- 17. At the pre-submittal meeting SAWS stated that resumes do count towards the 30 page limit as part of the Project Team Qualifications. However, page 6 of the RFQ states that resumes do not count towards the 30 page limit? Can you please clarify?**

*Resumes do count towards the 30 page limit. Please see #2, "Changes to the RFQ", of this Addendum.*

- 18. Are Respondents required to use the exact format when preparing an Organizational Chart as outlined in Exhibit "E" of the RFQ?**

*Please refer to the instructions at the top of Exhibit "E", "The format may be altered as needed, such as portrait versus landscape, and additional sheets can be attached, if needed. Fonts and graphics may be altered so long as the general instructions are maintained." SAWS expects to see three (3) separate charts as indicated in the Exhibit. However, SAWS does not expect that the organizational chart and table must fit on a single page. The format shown on Exhibit "E" is merely serves as an example. If the Respondent chooses to provide these as separate pages, please be aware that each page will count towards the 30 page limit in the Project Team section of the SOQ.*

END OF QUESTIONS AND ANSWERS

CHANGES TO THE RFQ

- 1. Page 4, Section I. D. 4. License and Certification a. that reads:**

The Respondent must include a team architectural and engineering (A/E) members who are currently licensed to practice their professions in the State of Texas including key personnel to this RFQ who are USGBC LEED certified. Each Respondent shall submit with its response to this RFQ its certification to SAWS that each architect and engineer that is a member of the DB firm/team was selected based on demonstrated competence and qualifications, in the manner provided by Section 2254.004 of the Texas Government Code.

**Is amended to read:**

The Respondent must include a team of architectural and engineering (A/E) members who are currently licensed to practice their professions in the State of Texas including key personnel to this RFQ who are USGBC LEED certified. It is essential that the Respondents or members of their team possess LEED-certified professionals that know how to develop and administer all pertinent requirements and stipulations in order to ensure that all qualified buildings be Silver Level Certified or a level as otherwise established by the Owner. Each Respondent shall submit with its response to this RFQ its certification to SAWS that each architect and engineer that is a member of the DB firm/team was selected based on demonstrated competence and qualifications, in the manner provided by Section 2254.004 of the Texas Government Code.

**2. Page 6, Section II. C. 1. Project Team, Max Number of Pages that reads:**

30 pages (page count does not include resumes)

**Is amended to read:**

30 pages (page count includes resumes)

**3. Page 9, Section II. C. 1. Comparable Construction Experience, found at the bottom of paragraph 1 that reads:**

The Project Sheets in the SOQ shall include projects of which the Design Build Firm performed similar scope of services, as requested in this RFQ, work with public municipalities and similar industrial scope (fleet garage, fuel, multiple departments and vehicle types, mixed POV, company fleet vehicles and equipment sharing the site.).

**Is amended to read:**

The Project Sheets in the SOQ shall include projects of which the Design- Build Firm performed similar scope of services, as requested in this RFQ, work with public municipalities and/or commercial projects of similar industrial scope (fleet garage, fuel, multiple departments and vehicle types, mixed POV, company fleet vehicles and equipment sharing the site.).

**4. Page 18, Section VII. Other Requirements after E. add the following sentence:**

To report suspected ethics violations impacting the San Antonio Water System, please call 1-800-687-1918.

**5. Page 27, Exhibit "A", Owner's Requirements of Insurance, Section 1.08 that reads:**

Professional Liability Insurance                      \$10,000,000.00 Occurrence/\$10,000,000.00 Aggregate

**Is amended to read:**

Professional Liability Insurance                      \$5,000,000.00 Occurrence/\$5,000,000.00 Aggregate

END OF CHANGES TO THE RFQ

CLARIFICATIONS

1. During the non-mandatory pre-submittal meeting Marisol Robles, SAWS' SMWB Program Manager, stated that she would provide resources to interested Respondents who would like assistance in building a subcontractor development program. The list of companies along with links to their websites are as follows:

SBDC Procurement Technical Assistance Center (PTAC): <http://www.ptac.txsfdc.org/>

City of San Antonio Mentor-Protégé Program:  
<http://www.sanantonio.gov/SBO/GrowSmallBusiness/ServicePrograms/MentorProtegeProgram.aspx>

Alamo Colleges Business and Industry Solutions: <http://www.alamo.edu/ewd/business-industry/>

END OF CLARIFICATIONS

END OF ADDENDUM #2