



REQUEST FOR QUALIFICATIONS

2017 FLOW MONITORING CONTRACT

Solicitation No.: Q-17-003-JG

Addendum 3 | March 3, 2017

CLARIFICATIONS

SAWS has issued this Addendum to correct the RFQ and ensure Respondents were provided with the latest version of the SMWVB policy changes, which explains how the Good Faith Effort Plan (GFEP) will be evaluated, as well as SAWS' Equal Employment Opportunity requirements, that became effective January 1, 2017.

END OF CLARIFICATIONS

CHANGES TO THE RFQ

1. Remove and replace B. Exhibit " B" – Good Faith Effort Plan (GFEP) of V. Other Required Documents to Submit, that starts on page 11 of the RFQ, with the following:

Policies on Equal Employment Opportunity and SMWVBs

1. Equal Employment Opportunity Requirements - SAWS highly encourages Respondents to implement Affirmative Action practices in their employment programs. This means Respondents should not discriminate against any employee or applicant for employment because of race, color, religion, sex, pregnancy, sexual orientation, national origin, political belief or affiliation, age, disability or genetic information.

The SAWS Board of Trustees has adopted the Small, Minority, Woman, and Veteran-owned Business (SMWVB) Policy to establish and oversee a program that will support the inclusion of local small, minority, woman, and veteran-owned businesses (SMWVB). It is the policy of SAWS that it will ensure that local small, minority, woman, and veteran-owned businesses have an equal opportunity to compete for and participate in SAWS contracts. It is our policy to:

- Ensure nondiscrimination in the award and administration of SAWS contracts;

- Create a level playing field on which SMWBs can compete fairly for SAWS contracts;
- Ensure that only firms that attempt to meet small, minority, woman-owned business good faith efforts are considered for contract awards.

Respondent's commitment to SAWS SMWB policy will be based on meeting or exceeding the minimum SMWB goal of 40%. The minimum goal is based on the total contract value. Points will be awarded based on the tiered scales below.

Please note that as of 1/1/2017, an updated SMWVB Policy and scoring methodology are being implemented by San Antonio Water System. Veteran-owned Business Enterprises (VBEs), are tracked for statistical purposes, but are not eligible for points. **The maximum number of Small, Minority, and Woman-owned Business (SMWB) points to be earned is 15 points.** Self-performance and subconsulting may be used to achieve the aspirational goals and earn points. **SMWB Respondents and/or subconsultants must be certified by the South Central Texas Regional Certification Agency. Eligible firms (including MBEs and WBEs) must also be certified as a Small Business Enterprise (SBE), must perform a commercially-useful function on the project, and must have a local presence in the San Antonio Metropolitan Statistical Area in order to be counted for SMWB points.** Please see the Good Faith Effort Plan for definitions of terms. All Respondents, whether SMWB or not, may earn the maximum number of SMWB points (15) by adhering to any combination of the point structures below when attempting to meet the aspirational goals:

- a. M/WBE Scoring Method: Up to 15 Points (By percentage) **40.00% M/WBE Goal**
 - M/WBE Participation Percentage between 1% and 7.99%: 2 Points
 - M/WBE Participation Percentage between 8% and 14.99%: 4 Points
 - M/WBE Participation Percentage between 15% and 21.99%: 6 Points
 - M/WBE Participation Percentage between 22% and 28.99%: 8 Points
 - M/WBE Participation Percentage between 29% and 34.99%: 10 Points
 - M/WBE Participation Percentage between 35% and 39.99%: 12 Points
 - M/WBE Participation Percentage meeting or exceeding 40.00%: 15 Points

- b. SBE (Non-M/WBE) Scoring Method: Up to 5 Points (By percentage) **5.00% SBE Goal**
 - SBE Participation Percentage between 1% and 1.99%: 1 Point
 - SBE Participation Percentage between 2% and 2.99%: 2 Points
 - SBE Participation Percentage between 3% and 3.99%: 3 Points
 - SBE Participation Percentage between 4% and 4.99%: 4 Points
 - SBE Participation Percentage meeting or exceeding 5.00%: 5 Points

- c. **Optional:** Prior subconsultant utilization compliance averages for the past 2 years may be considered when totaling the SMWB score, based upon data from the Subcontractor Payment & Utilization Reporting (SPUR) System. This applies to SMWB and Non-SMWB Prime Consultants' utilization of their SMWB subconsultants. Up to 3 points may be deducted from the SMWB score for discrepancies between the pledged SMWB goal, and the current/ongoing actual utilization of SMWB subconsultants on recent SAWS projects. This option does not apply to work order/unspecified contracts.
 - Total SMWB Subconsultant compliance discrepancy between 3.00% - 4.00%:
Deduct 1 Point
 - Total SMWB Subconsultant compliance discrepancy between 4.00% - 5.00%:
Deduct 2 Points
 - Total SMWB Subconsultant compliance discrepancy greater than 5.00%:
Deduct 3 Points
2. All firms submitted as SMWVB must provide a copy of their certification certificate.
3. The SMWB goal is expressed as a percentage of the total dollar amount of the contract going to SMWBs for those areas which the Respondent has subcontracted or anticipates to subcontract, including any future contract amendments. The goal shall also apply to contract amendments that require work beyond the scope of services originally required to accomplish the project.
4. The Respondent agrees to employ good faith efforts to carry out this policy through award of sub-consultant contracts to SMWBs to the fullest extent possible.
5. The SAWS GFEP will be used for scoring purposes based upon SMWB participation. However, all subcontractors and/or suppliers, whether SMWVB-certified or not, must be listed in the GFEP for the information provided in the GFEP will be utilized in the development of the final contract/agreement. The GFEP format is attached as Exhibit "B." This form is required and considered part of the response to the RFQ. Should the Good Faith Effort Plan not be submitted, the proposal may be considered non-responsive.
6. The successful respondent will be required to report actual payments to all subcontractors by using the Subcontractor Payment and Utilization Reporting (S.P.U.R.) System, beginning with the first SAWS payment for services under the contract, and with every payment thereafter (for the duration of the contract). This information will be used for subcontractor utilization tracking purposes. Any unjustified failure to comply with the committed SWMB levels may be considered breach of contract.

Web Submittal of Subcontractor Payment Reports

The Contractor is required to electronically submit subcontractor payment information using the Subcontractor Payment and Utilization Reporting (S.P.U.R.) System, accessed through a link on SAWS' "Business Center" web page. The Contractor and all subcontractors will be provided a unique log-in credential and password to access the SAWS subcontractor payment reporting system. The link may be accessed through the following internet address: <https://saws.smwbe.com/>

Training on the use of the system will be provided by SAWS. After the prime receives payment from SAWS, electronic submittals will require data entry of the amount paid to each subcontractor listed on the Contractor’s Good Faith Effort Plan.

7. Please contact the SMWVB Program Manager, Marisol V. Robles, at 210-233-3420 or marisol.robles@saws.org for any questions pertaining to the Good Faith Effort Plan or the SMWVB Program.
2. Remove and replace the deadline on the cover page to reflect and updated deadline of March 8, 2017 at 2:00 p.m. (CT).
3. Remove and replace section F. Estimated Timeline, under I. Project Information, on page 7, with the following:

February 21, 2017	RFQ Released
February 27, 2017 by 4:00 p.m.	Receipt of Written Questions Due
March 1, 2017 by 4:00 p.m.	Q & A Posted to Website
March 8, 2017 by 2:00 p.m.	Proposals Due
March, 2017	Proposals Evaluated
March, 2017	Interviews, if necessary
May, 2017	SAWS Board Consideration and Award
May, 2017	Non-Selection Notices mailed
May, 2017	Start Work

The dates listed above are subject to change without notice.

END OF CHANGES TO RFQ

No other items, dates, or deadlines for this RFQ are changed.

END ADDENDUM 3

This Addendum, is four (4) pages in its entirety. There are no attachments.