



REQUEST FOR QUALIFICATIONS

2017 Sanitary Sewer Overflow and Reduction Program Engineering Design Contracts

Solicitation No.: PS-00045

Addendum 2 | August 23, 2017

CLARIFICATIONS

1. SAWS has extended the Question and Answer period to allow time for Respondents to ask questions after reviewing the 10% Technical Memorandums (questions received thus far, have been included within this Addendum).
2. The delivery location of the proposals has changed to Counter Services as part of SAWS' new security procedures. The building and street address remain the same. Reference #3 of Changes to the RFQ of this Addendum.
3. 30% deliverables will include the 30% Opinion of Probable Construction Cost (OPCC).
4. Selected consultants will use SAWS' standard specifications, unless the project requires a special condition which would be addressed via supplemental specification(s).
5. Respondents should provide one (1) general project approach for the three (3) projects and address the unique circumstances for each project as appropriate within the corresponding section.
6. If a Respondent's firm has been acquired by another firm, the firm will very likely be considered a new firm who has not done work for SAWS based on the tax ID indicated on the Respondent's W-9 form. Respondents should contact the point of contact identified within the RFQ to address their firm's individual circumstances.
7. Respondents may not use their previous firm's experience when responding to Similar Projects and Past Performance. However, the previous firm's experience is allowable for individual team member and may be included as part of their resumes.

8. SAWS does not maintain a list of certified firms that work with SAWS. For questions regarding a Respondent's eligibility, contact Marisol Robles, SMWVB Program Manager at 210-233-3420 or Marisol.Robles@saws.org.
9. The reference to inline storage has been removed. See Changes #4 and #5 of CHANGES TO THE RFQ in this Addendum. #5 includes the removal and replacement of Exhibit F. No other changes were made to this document. This is the version that should be used when submitting a proposal for this RFQ.

END OF CLARIFICATIONS

QUESTIONS AND ANSWERS

1. **Question: If a new firm is submitting as a prime and has less than 5 projects to show for Section 5 (Attachment F), can they utilize subconsultant project experience to fulfill the 5 project requirement. It may be especially difficult for new firms to show 5 relevant projects as a prime firm without being able to show either previous firm project experience or utilize subconsultants to fulfill the requirement.**

Answer: The new firm should submit complete information for projects that are relevant to the scope of this solicitation. If the experience of a sub-consultant is utilized, it should be clearly annotated and the role of the sub-consultant on the project(s) submitted should be similar to the proposed role of the firm as part of this solicitation. However, firms may not use previous firm experience and should reference #7 under Clarifications of this Addendum.

2. **Question: Does General Construction Permit or Tri-Lateral Contract work count for having worked with SAWS. This type of work is typically affiliated with development and coordinated through Counter Services, but is the 5-point credit meant for firms that have not held a prime Engineering Design Service Contract with SAWS? Can you please clarify?**

Answer: No. Work performed by a Respondent as part of a general construction permit or tri-lateral contract assisting a Developer's Consultant is not considered as work with SAWS. Work with SAWS is defined as any Respondent who has contracted directly with SAWS. Respondent's firm names are identified by the tax ID number that is indicated on the W9 submitted with a response to this RFQ.

3. **Question: In regards to the forms at the end of the RFQ that is currently out, do the responses need to be placed directly on those forms or can they be done separately but not exceeding the character limit?**

Answer: Respondents are required to use the Evaluation Criteria Forms to respond to this RFQ and are prohibited from providing any additional documents in Word except for what is requested on the Submittal Response Checklist (i.e. resumes, organizational chart, etc.). Failure to do so may result in the Respondent's submittal being deemed non-responsive.

4. **Question: Also, wanted to see if this format was going to be used for future RFQs?**

Answer: SAWS may opt to use fillable PDF Evaluation Criteria forms as part of future RFQs, but this will be decided on a case-by-case basis.

5. **Question: Will SAWS accept photos in the SOQ and if so, where is an appropriate place for them? Appendix?**

Answer: No, SAWS will not accept photos. See # 7 of CHANGES TO THE RFQ within this Addendum.

6. **Question: Question F4 (Exhibit F, Question 4) and G7 appear to be very similar. Is this intentional or a mistake?**

Answer: It is intentional.

The intent of Question F4 is to obtain specific information about how estimates for change orders during construction were prepared for each of the project examples provided as part of the "Similar Projects and Past Performance." If Respondent does not currently use RS Means when developing estimates, it will be necessary for the Respondent to modify their internal estimating procedures in order to meet SAWS' requirements.

The intent of Question G7 is to obtain general information about the Respondent's estimating procedures for change orders during the construction phase. SAWS wants to know how adjustments are made from unit prices obtained from RS Means and tailored to the San Antonio area. In addition, SAWS is looking at the timeliness for the development of cost estimates, QA/QC process for the cost estimates, and how the Respondent utilizes their knowledge of local construction practices and market conditions to adjust the original cost estimate.

7. **Question: Question E4 + E5, F2, and G6 all appear to ask for similar information (OPCC & local construction practices). Is this intentional or a mistake?**

Answer: It is intentional. SAWS is seeking specific and distinct information for each of these questions to learn more about the Respondent's knowledge and experience as it relates to the preparation of OPCCs.

The intent of Question E4 is to obtain information about the Respondent's knowledge and familiarity in general with the San Antonio area, local construction practices, local market conditions, pool of available contractors experienced to perform the scope of work, as well as the Respondent's ability to take these factors into consideration and incorporate them into the overall design of the project.

The intent of Question E5 is to obtain information on the Respondent's methods for preparing OPCCs and how the OPCC evolves during each phase of design. If the Respondent does not typically prepare cost estimates according to AACE guidelines, then it will be necessary for the Respondent to modify their internal cost estimating procedures in order to meet SAWS' requirements.

The intent of Question F2 is for the Respondent to provide a table that demonstrates the firm's past performance as it relates to the accuracy of the OPCCs developed by comparing the 100% design phase OPCC to the construction award (low responsive bidder), as well as further comparing that same OPCC to the number of change orders and total cost of change orders for those projects listed.

The intent of Question G6 is to gain understanding about the Respondent's internal estimating procedures during each phase of design. Respondents should describe their firm's approach and quality management plan to ensure accuracy and completeness in preparing OPCCs at 60%, 90% and 100%. Respondents should highlight any proprietary tools used for this purpose, QA/QC procedures, specialized sub-consultants tasked to assist Respondent in preparing OPCCs, and any other relevant information they wish SAWS to consider during the evaluation process.

8. **Question: Question F3 asks to include projects with inline storage, but the 3 projects in the RFQ do not appear to require these methods. Does SAWS still require examples of inline storage?**

Answer: No, Respondents should reference #4 and #5 under CHANGES TO THE RFQ within this Addendum.

9. **Question: When will the 10% Technical Memorandums be provided?**

Answer: Reference Addendum 1 issued August 21.

10. **Question: What is the pipe material for the existing lines?**

Answer: See the table below.

Project	Length	Diameter	Material
C-18	3,820 LF	12", 15"	PVC and Concrete Pipe not reinforced
C-30	2,300 LF	12", 15", and 18"	Concrete Pipe not reinforced
C-69	3,473 LF 171 LF	18", 27" 30"	PVC and Concrete Pipe not reinforced

11. **Question: Question E7 asked to include percentage of commitment on org chart. Do these need to add to 100% representing the percentage of budgeted time allotted or is this general commitments regardless of budget?**

Answer: No. The intent of the question is to obtain information about availability of proposed team members. The percentages for the various team members do not need to add to 100% because these values represent individual commitments and availability as opposed to work breakdown structure per person for this project.

END OF QUESTIONS AND ANSWERS

CHANGES TO THE RFQ

1. **Remove the solicitation number, Q-17-004-JG, and replace with PS-00045 throughout the entire RFQ.**
2. **Cover page, remove the deadline, which states September 1, 2017 at 2:00 p.m. and replace with September 8, 2017 at 2:00 p.m. (CST).**
3. **Page 6, remove F. Estimated Timeline, under Section I. Project Information, and replace with the following:**

July 26, 2017 RFQ Released
August 11, 2017 Non-Mandatory Pre-Submittal Conference
August 21, 2017 Addendum 1 (Release of 10% Technical Memorandums) Issued
August 23, 2017 by 4:00 p.m. Addendum 2 Issued
August 28, 2017 by 4:00 p.m. Receipt of Written Questions Due
September 1, 2017 by 4:00 p.m. Addendum 3 Issued
September 8, 2017 by 2:00 p.m. Proposals Due
September 2017 Proposals Evaluated
September 2017 Interviews, if necessary
October 2017 30% Design Deliverables Provided
November 2017 Negotiations
January 2018 SAWS Board Consideration and Award
January 2018 Non-Selection Notices mailed
January 2018 Start Work

The dates listed above are subject to change without notice.

4. **Page 8, remove #3 of the Similar Projects and Past Performance Evaluation Criteria, under Section II. Selection C. Evaluation Criteria Summary, and replace with the following:**

List and describe five (5) relevant projects of similar size and scope, including projects with tunneling design, performed over the past five (5) years. Provide a brief description of the scope, list of key personnel and their roles and project tasks, as well as identify the number of change orders, contract value, and owner’s contact information.

5. **Remove Attachment F “Evaluation Criteria Form: Similar Projects and Past Performance” in its entirety and replace with the attached included in this Addendum, which is the version Respondents should use when submitting a response to this RFQ.**

6. Page 12, remove #3, Section IV. Submitting a Response, and replace with the following:

Proposals should be delivered to the following address:

San Antonio Water System
Attn: Contract Administration
Customer Center Building
2800 U.S. Hwy 281 North, Counter Services
San Antonio, Texas 78212

7. Page 12, remove #4, under Section IV. Submitting a Response B. Submission - *Only Hard Copy Submissions Accepted***, and replace with the following:**

Responses as a whole are not limited to a maximum number of pages as no other documents, outside of the required forms, should be submitted with the exception of the front page, transmittal page, table of contents, and tabs. Photos are not permitted. The required forms include the: Submittal Response Checklist, Respondent Questionnaire, Evaluation Criteria Forms, W-9 form, Insurance requirements, Good Faith Effort Plan, SCTRCA Certificates and the Conflict of Interest Questionnaire.

8. Page 2 of Exhibit III, Insurance Specifications & Certificate of Liability Insurance Requirements, remove 1.a.5) Professional Liability (PL) and replace with the following”:

- 5) **Professional Liability (PL)** (errors and omissions) insurance with minimum coverage limits of \$1,000,000 per claim, \$1,000,000 in the aggregate **and**, if this line of coverage is written on a “Claims Made” form, the CONSULTANT must maintain this line of insurance coverage for a period of at least twenty-four (24) months after the date of Contract termination.

The remainder of the paragraph shall stay the same.

END OF CHANGES TO THE RFQ

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

END ADDENDUM 2

Attachment F

Evaluation Criteria Form: Similar Projects and Past Performance

When responding to the questions below, use only the space provided in this form, unless otherwise indicated. If all fields are not completed, the proposal may be found to be non-responsive. It is not acceptable to indicate "see attached" as a response to this form. Spatial limitations are in place to ensure consistency and conciseness with responses. Character limits include spaces. Text is restricted to Arial, 10 point font.

- 1) Demonstrate your firm's record of performance, including management of project schedule and budget maintenance and quality management of work products. Include a record of terminations for cause and defaults, disciplinary action, including suspension, your firm's safety record, as well as, any awards and commendations. *2,812 character limit.*

Attachment F
Evaluation Criteria Form: Similar Projects and Past
Performance (*continued*)

- 2) Provide information on past performance as it relates to the accuracy of the Opinions of Probable Construction Cost (OPCC) comparing 100% design phase estimate to approved construction awards. Include data on change orders as a percentage of total costs as well as total amount for all change orders in each project for which information is provided. *2,812 character limit.*

Attachment F
Evaluation Criteria Form: Similar Projects and Past
Performance (*continued*)

- 3) List and describe five (5) relevant projects of similar size and scope, including projects with tunneling design, performed over the past five (5) years. Provide a brief description of the scope, list of key personnel and their roles and project tasks, as well as identify the number of change orders, contract value, and owner's contact information.

Project #1 Name:			
Description. <i>Characters are limited to 600:</i>			
Key Personnel (to include personnel titles and specific project tasks). <i>Characters are limited to 780:</i>			
Number of Change Orders (not requested by the Project Owner).			
Contract Value:			
Project Owner Name:		Project Owners's Current Facsimile Number:	
Project Owner's Current Phone Number:		Project Owner's Current E-mail Address:	

Attachment F
Evaluation Criteria Form: Similar Projects and Past
Performance (*continued*)

Project #2 Name:			
Description. <i>Characters are limited to 600:</i>			
Key Personnel (to include personnel titles and specific project tasks). <i>Characters are limited to 780:</i>			
Number of Change Orders (not requested by the Project Owner):			
Contract Value:			
Project Owner Name:		Project Owners's Current Facsimile Number:	
Project Owner's Current Phone Number:		Project Owner's Current E-mail Address:	

Attachment F
Evaluation Criteria Form: Similar Projects and Past
Performance (*continued*)

Project #3 Name:			
Description. <i>Characters are limited to 600:</i>			
Key Personnel (to include personnel titles and specific project tasks). <i>Characters are limited to 780:</i>			
Number of Change Orders (not requested by the Project Owner).:			
Contract Value:			
Project Owner Name:		Project Owners's Current Facsimile Number:	
Project Owner's Current Phone Number:		Project Owner's Current E-mail Address:	

Attachment F
Evaluation Criteria Form: Similar Projects and Past
Performance (*continued*)

Project #4 Name:			
Description. <i>Characters are limited to 600:</i>			
Key Personnel (to include personnel titles and specific project tasks). <i>Characters are limited to 780:</i>			
Number of Change Orders (not requested by the Project Owner).			
Contract Value:			
Project Owner Name:		Project Owners' Current Facsimile Number:	
Project Owner's Current Phone Number:		Project Owner's Current E-mail Address:	

Attachment F
Evaluation Criteria Form: Similar Projects and Past
Performance (*continued*)

Project #5 Name:			
Description. <i>Characters are limited to 600:</i>			
Key Personnel (to include personnel titles and specific project tasks). <i>Characters are limited to 780:</i>			
Number of Change Orders (not requested by the Project Owner).			
Contract Value:			
Project Owner Name:		Project Owners' Current Facsimile Number:	
Project Owner's Current Phone Number:		Project Owner's Current E-mail Address:	

Attachment F
Evaluation Criteria Form: Similar Projects and Past
Performance (*continued*)

- 4) Describe your firm's experience preparing independent cost estimates derived through RS Means for change orders during the construction phase of the project. *2,812 character limit.*