



REQUEST FOR QUALIFICATIONS

E-74 Rosillo Creek Capacity Storage and Sewer Rehabilitation

Solicitation No.: PS-00047

Addendum 3 | October 13, 2017

RESPONSES TO SUBMITTED QUESTIONS

1. QUESTION: Will this SAWS RFQ solicitation be accepting submittals at this time for Geotechnical Engineering or Materials Testing services?
ANSWER: *No, this solicitation is intended to secure professional engineering design services with relation to the E-74 project. Potential prime Respondents will require such services.*

2. QUESTION: Will SAWS consider an extension to the RFQ Submittal Deadline? Currently, only about 2.5 weeks have been provided to review and respond to two separate projects.
ANSWER: *Yes, see #1 and #2 Changes to the RFQ.*

3. QUESTION: Submitting a Response; Section B.6 States “Responses should be clear, concise, and complete. They should be submitted using an 8 ½” by 11” portrait format (up to 11’ by 17” will be permitted for drawings, where warranted).”
 - a. The most likely use of an 11 x 17 drawing is for the approach section
 - b. Since the approach is form driven and SAWS instructions were ‘not to refer to “attached” documents’ and ‘to submit the sections in the original electronic format’; this does not allow the use of 11 x 17 figures.
 - c. Please advise as to how you would like to handle these larger pages if used.**ANSWER:** *Respondents should not utilize 11” x 17” pages when printing the Evaluation Criteria forms, including those for the “Project Approach” section. Only 8 ½ x 11 portrait format should be used. Drawings are not encouraged and if included may as part of the proposal, but may not be reviewed or evaluated for points.*

4. QUESTION: M/WBE Points; On page 16 of the SOQ it states that 10 points will be awarded for 40% participation of M/WBE and 5 points for 5% of SBE; this implies that you need to sub-contract 45% to get credit for all 15 points.
 - a. On slide 21 of the power point given yesterday, it indicates that 15 points would be given for 40% participation of M/WBE;
 - b. On slide 22 it indicates that 5 points would be given for 5% SBE participation but no more than 15 points total.
 - c. It was verbally stated that the SBE points would offset the M/WBE points

d. Can you please address the conflict?

ANSWER: Yes, See #3 Changes to the RFQ.

5. QUESTION: Attachment E, item 1, Table for Experience Relevant to Scope of Work

- a. Under item 1 it states: “Using the table provided, briefly describe your firm’s most relevant experience. Include a description of the role of any sub-consultants your firm is proposing and their experience.”
- b. This statement implies that a few sentences are to be provided to describe experience, however when you enter text into the box it automatically downsizes the text font to fit in the box. This will not comply with the font requirement/limit.
- c. It looks like the intent was just to put short phrases into the box on the left like the samples “Trenchless Technology”, “open cut pipeline installation” etc.,
- d. Please clarify.

ANSWER: List the name of the prime and all subconsultants in the vertical row at the top. List specific or key project components on each row in the first horizontal column (e.g., “Trenchless Technology”, “open cut pipeline installation”, “geotechnical”, “Survey”, “regulatory coordination”, etc). The role of each company should become clear to the evaluator when a check mark is placed within the check box matching the company name to the experience relevant to the scope of work and the prime or subconsultant’s role on this project.

6. QUESTION: Attachment F, item 2, Past Performance

- a. The text in the paragraph states: “The projects used need to be part of the list of projects provided as part of question 3 for this Evaluation Criteria Form”
- b. We have no problem with providing the data as requested, however of the 5 projects referenced some may be under design, or parts of studies and not have been bid yet.
- c. We can either:
- d. Put N/A where the information is not available.
- e. Provide additional reference projects to demonstrate performance.
- f. Please clarify.

ANSWER: Respondents should provide project examples with complete information as indicated in the RFQ for each project. Projects under design do not have a construction completion schedule or a change order history, which makes them incomplete.

CHANGES TO THE RFQ

1. Cover sheet, change deadline to October 24, 2017 at 2:00 p.m. Page 7, Section I. F. Estimated Timeline, remove the section in its entirety and replace with the following:

F. Estimated Timeline

September 29, 2017.....	RFQ Released
October 10, 2017	Non-Mandatory Pre-Submittal Conference
October 11, 2017 by 4:00 p.m.	Receipt of Written Questions Due
October 13, 2017 by 2:00 p.m.	Q & A Posted to Website
October 24, 2017 by 2:00 p.m.	Proposals Due
November/December 2017.....	Proposals Evaluated
November/December 2017.....	Interviews, if necessary

November/December 2017.....Negotiations
 January 2018.....SAWS Board Consideration and Award
 January 2018..... Non-Selection Notices mailed
 February 2018Start Work
 The dates listed above are subject to change without notice.

2. On Page 14, Section IV. B. Submission, add the following requirement to the end of the section:

9. Responses must be securely bound by any means except by 3-ring binders and paper/binder clips.

3. On Page 15, Section V. **Other Required Document to Submit**, remove section A. Exhibit “A” – Good Faith Effort Plan (GFEP) in its entirety and replace with the following:

A. Exhibit “A” – Good Faith Effort Plan (GFEP)
 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 Sub-consulting may be used to achieve the aspirational goals and earn points. **SMWB Respondents and/or Sub-consultants 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 Sub-consultant 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 sub-consultants. 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 sub-consultants on recent SAWS projects. This option does not apply to work order/unspecified contracts.

- Total SMWB Sub-consultant compliance discrepancy between 3.00% - 4.00%: Deduct 1 Point
- Total SMWB Sub-consultant compliance discrepancy between 4.00% - 5.00%: Deduct 2 Points
- Total SMWB Sub-consultant 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.

END ADDENDUM 3

This Addendum is five (5) pages in its entirety. There are no attachments.