



REQUEST FOR QUALIFICATIONS

2018 PIPELINES ENGINEERING SERVICES BOERNE STAGE RD, WEST AVE, HIGHWAY 90 & GENERAL MCMULLEN

Solicitation No.: PS-00056

Addendum 1 | December 1, 2017

CLARIFICATION

1. For Attachment F, Similar Past Projects and Performance Form, Item 3), under the *Owner Contact Person* item, for each project shall include; Owner's full name, phone number, email and title.

END OF CLARIFICATION

CHANGES TO THE RFQ

1. **The following is added and made part of the solicitation as item 5) of Section 1.a. of the SAWS Standard Insurance Specifications & Certificate of Liability Insurance Requirements, Exhibit III of the Professional Services Agreement:**

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.

NOTE - For Professional Liability, include in writing on the Certificate of Liability Insurance ("Certificate") the coverage form under which the respective line of coverage is written – either:

- Claims-made form; if the coverage form declared on the Certificate is the Claims-made form, the "Retroactive-date" for this line of coverage must also be included on the Certificate as well; or
- Occurrence basis – no additional wording required.

2. Attachment G, Project Implementation Approach Form, is hereby deleted in its entirety and replaced with the attached revised Attachment G, Project Implementation Approach Form of this Addendum.
3. Attachment E, Experience and Qualifications Form, Item 7 is modified to read as follows:

7) *On separate 8 1/2" x 11" sheets*, provide resumes for each key team member identified in the organizational chart, not to exceed one (1) page with the Project Manager's resume being first. Please submit no more than **five (5)** resumes. Team member resumes should include the following:

- Name, title, education
- Number of years of total professional experience
- Number of years/months with current firm
- Description of professional qualifications (to include licenses, certifications, and associations)
- Brief overview of professional experience
- Detailed description of capabilities and experience relevant to the Scope of Services requested within this RFQ
- List of all other active projects the team member is assigned to for the duration of the Project, to include the phase and percentage of time allocated to each of the other projects. For each project included in each resume, please clearly identify whether the project is with current firm or part of the person's past professional experience.

END CHANGES TO THE RFQ

QUESTIONS AND ANSWERS

1. **Question:** Is the pre-submittal conference scheduled for this Thursday (November 16, 2017) mandatory?

Answer: *The Pre-submittal Meeting was non-mandatory.*

2. **Question:** Should we follow the response format provided on page 28 (Item C) or the format provided on Attachment C (submittal response checklist)?

Answer: *Follow the format as noted on page 28 (Item C) of the RFQ. The Submittal Response Checklist should also be used to ensure that the proposal is complete. Complete the checklist and include with the submitted proposals.*

3. **Question:** Can you please clarify the insurance requirements as it pertains to the Professional Liability?

Answer: *Refer to #1 under the Changes to RFQ Section of this Addendum 1 for this information.*

4. **Question:** Regarding the numbers of resumes to include in the response, item 7 of the Experience and Qualification criteria instructs to submit no more than 5 resumes (page 22 of 127), however item 7 of the Attachment E. Experience and Qualifications Form instructs to submit no more than 7 resumes (page 51 of 127). Can SAWS please clarify the maximum number of resumes to provide with the response?

Answer: SAWS is requesting a maximum of five (5) resumes for this solicitation. One (1) page per resume. Refer to #2 under the Changes to RFQ Section of this Addendum 1 for this change.

5. **Question:** On the above project, due 12/8/17, if the Prime is SMWVB certified do we submit a copy of the Certificate?

Answer: SAWS does not need copies of the certificates, because the Good Faith Effort Plan has a place for consultants to write which agency that a certification was received from. SAWS does its own research to verify certification.

6. **Question:** Do we need to submit copies of SMWVB certificates for sub-consultants as well?

Answer: SAWS do not need copies of the certificates, because the Good Faith Effort Plan has a place for consultants to write which agency that a certification was received from. SAWS does its own research to verify certification.

7. **Question:** In Attachment F, Similar Past Projects and Performance Form, there are sections for the Contract Amount, Final Contract Amount, Original Completion Date and Final Completion Date for each project. Should the Original and Final Contract Amounts and Completion Dates shown in the form for each project be for the Design Original and Final Contract Amounts and Completion Dates or for the Construction Original and Final Contract Amounts and Completion Dates?

Answer: Respondent should include amounts for original design and final design contract amounts and the completion dates for design.

8. **Question:** Do you need Litigation Disclosure information for each sub-consultant?

Answer: Yes, provide litigation disclosure information for the team to include the Prime Respondent and the sub-consultants.

9. **Question:** Regarding Attachment F - #2 Table (pg 53) - How would the table be filled out regarding low responsive bidder-contract award, % difference between OPCC and low bid, number of bidders, average of all other bids, total change orders and change orders as % of contract award if:
- The project was constructed by a contractor under a SAWS work order/unspecified contract and the lowest responsive bidder wasn't necessarily assigned the project?
 - The project was built "in-house" by the city it was designed for and was never bid out?
 - The bid analysis and tabulation was prepared in-house by SAWS and we do not have that information?
 - Some of the design was performed by SAWS and several change orders were due to their design, do we still need to account for those?

Answer: The information is related to bid-build projects with a requirement for an OPCC. If a work order was issued for a projects then costs are already established.

10. Question: Several of the items in which you require responses are limited to 800 characters. This is equivalent to a small paragraph that has only a few sentences. This makes providing an adequate response very difficult. Is it possible to increase the character count to 2400 so that we can provide you with the information you seek?

Answer: *Refer to the attached revised Attachment G, Project Implementation Approach Form of this Addendum 1 for this change.*

11. Question: The table regarding our performance in providing adequate cost estimates requires the projects we list be the same as those we list in in the section 3 on “past projects and performance”. This is difficult as the projects presented in the OPCC table must be completed projects since we must provide change order information, and this can only be done if the work is finished. This has proven to be difficult as the duration of these projects, in a lot of cases, exceeds the limits imposed by the RFQ. Is it possible to waive the requirement mandating that the projects used for the OPCC table be the same as those used to describe our experience and our past performance? If allowed, we can provide projects that are more recent and more relevant.

Answer: *The requirements referenced will not be waived for this solicitation/RFQ.*

END OF QUESTIONS AND ANSWERS

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

END ADDENDUM 1

Attachment G
PROJECT IMPLEMENTATION APPROACH FORM

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) Describe your team's approach to complete the Project, as described in the Scope of Services indicated within this RFQ, to include managing risk between design related issues and constructability, maintaining the overall project budget and schedule to meet the CD, and any alternative innovative solutions to accomplishing the work. *13,200 character limit. This page is limited to 2,880 characters.*

Attachment G
PROJECT IMPLEMENTATION
APPROACH FORM (*continued*)

Continue - Answer 1 on this page. This page is limited to 3,440 characters.

Attachment G
PROJECT IMPLEMENTATION
APPROACH FORM (*continued*)

Continue - Answer 1 on this page. This page is limited to 3,440 characters.

Attachment G
PROJECT IMPLEMENTATION
APPROACH FORM (*continued*)

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