

## REQUEST FOR QUALIFICATIONS (RFQ) ADDENDUM



### 2011 Engineering Design Services – Replacements and Improvements RFQ Solicitation No.: Q-11-011-RA

#### Addendum #1 – August 16, 2011

This Addendum includes revisions and responses to questions received prior to this date.

#### Revisions to the RFQ

1. Remove page 12 of 50, Submittal Response Checklist, of this RFQ in its entirety and replace with Attachment 1 of this Addendum.

#### Questions and Answers

The following question was received in writing:

**Question 1: On the Submittal Response Checklist, it shows a “Project Approach”. In the Response Format, Item 6 is “ability to respond in an expedited matter” and asks for a work plan. Do you want a project approach as well, or is this considered the project approach?**

Answer: Yes, please provide a project approach on a hypothetical project. For Item 6, please provide a response on how you would respond in an expedited matter should the project be an emergency.

**Question 2: Do we need to submit the Conflict of Interest Questionnaire for our subs as well?**

Answer: No.

**Question 3: Are Cover Letters, dividers/tabs included in the 30-page limit?**

Answer: No.

**Question 4: Are resumes included in the 30-page limit?**

Answer: Yes.

**Question 5: Considering that Questions and Answers will be posted by 4pm on 15 August and that the Proposals are due 3 days afterward, would SAWS extend the submittal date to allow us time to incorporate changes to items addressed by the Q & A?**

Answer: No, SAWS has a short timeframe to award this contract.

**Question 6: We understand that illustrations count toward the page limit, however do the 11” by 17” illustrations count as 1 or 2 pages?**

Answer: 11” by 17” illustrations count as 1 page.

**Question 7: Item C.7 asks for a “written document” describing our QA/QC procedures. Is this a separate firm document or only that our QA/QC procedures be addressed within our response? If a complete document is required, is it to be included in the page count or as an attachment?**

Answer: Please provide a description, not a separate document, on how your firm will provide SAWS a good quality product. This will be part of the 30 pages.

**Question 8: Checklist items do not match submittal items on pages 6 and 7. Will checklist be changed?**

Answer: Yes.

**Question 9: Please let me know if there are any tunnels involved with this project.**

Answer: Work is unspecified at this time, therefore it is unknown.

**Question 10: Part IV.C.4. For completeness of the required Organizational Chart, could we receive the name of the SAWS Project Manager who will be administrating this future contract if one has already been chosen?**

Answer: Contract may have various Project Managers so please use SAWS.

**Question 11: Part IV.C.6 – Ability to Respond. A proposed timetable is required as part of the Work Plan. As this will be an unspecified Work Order type contract, with projects of different scope and size, the time required to complete design and construction will vary significantly. What type of timetable is being requested for the Work Plan?**

Answer: Timeline should not include specific dates. The intent of this request is for the consultant to show how resources can be moved around to accommodate emergency or urgent projects. A range of dates should be provided contingent upon the size of a project.

**Question 12: Past Performance. As a prime consultants do we have to provide descriptions of previous projects completed within the past 5 years by our sub-consultants? This would confirm/show their supportive service experience. The requirement indicates the Respondent, which is the prime consultant, must provide at least three project descriptions. Considering the page limitation, are any project descriptions submittals required for the sub-consultants?**

Answer: Please provide previous projects completed for the Prime only.

**Question 13: Page 6 – 4. Key Personnel. Provide an organizational chart identifying each team member and their role in providing the scope of services and a resume of not more than two (2) pages per person on the capabilities, experience and qualifications of each team member. Are you including each sub-consultant as a “Team” member or do you require only resumes for the Prime?**

Answer: If the sub is a Key Personnel, please include in your team and provide a resume.

**Question 14: Provide a summary of not more than one (1) page detailing the unique qualifications of each sub-consultant. (a.) 1 page per sub-consultant? Or (b.) 1 page total with a brief summary of each sub-consultant's unique qualifications? Due to the 30 page limit, it is important to have these items clarified, especially if a sub-consultant is being listed for each of the Disciplines outlined in the Scope of Services.**

Answer: Please provide no more than 1 page per sub-consultant.

**End of Addendum**

# SUBMITTAL RESPONSE CHECKLIST

Project Name: \_\_\_\_\_

Use the checklist to ensure that the proposal is complete by checking off each item included with your response. Sign and date this form and include this page with each proposal.

- Respondent Questionnaire
- Completed and signed W-9 Form
- Key Personnel
- Past Performance and Similar Experience
- Ability to Respond In an Expedited Matter
- Quality Assurance/Control
- Exhibit "A" – Copy of Current Certificate of Liability Insurance and Respondent's commitment letter to provide the lines of insurance coverage required.
- Exhibit "B" – Good Faith Effort Plan
- Exhibit "C" – Conflict of Interest Questionnaire

I certify that the proposal submitted includes the items as indicated above.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Title