



## REQUEST FOR QUALIFICATIONS

### 2018 Sanitary Sewer Overflow and Reduction Program (SSORP) Engineering Design Services – Small Diameter

Solicitation No.: PS-00064-SM

Addendum 2 | October 9, 2018

#### CHANGES TO THE RFQ

1. Remove the SMWVB Evaluation Criteria table located on Page 11, Section II. C. Evaluation Criteria Summary and replace with the table attached to this Addendum.
2. Page 16, Section V. B. 1.b. that reads:  
  
Utilization of a local, certified SMWB Engineering Firm that has not worked with SAWS before for 10% of Sewer Design Services: **5 Points**  
  
**Is amended to read:**  
Utilization of a local, certified SMWB Engineering Firm that has not worked with SAWS before as a prime consultant, for 10% of Sewer Design Services: **5 Points**
3. Remove Exhibit B, Good Faith Effort Plan for Professional Services SUBCONSULTING (page 45 thru 48) in its entirety and replace with the revised version attached to this addendum.
4. Page 14, section IV. C. Response Format, re-number to reflect 1 through 7.

#### END OF CHANGES TO THE RFQ

#### QUESTIONS AND ANSWERS

1. The RFQ mentions “odor control strategy” in Section I.D.1.m. Could SAWS expand what is expected for this item?

*Response: The consultant needs to develop conventional methods for odor control near manhole structures or siphons to reduce the impacts of odor near residential locations, if required.*

2. Will SAWS provide fillable forms for Attachment IV for both Large and Small Diameter RFQ's?

*Response: Attachment IV for both project will be available as a Word documents on the website.*

3. Will we lose points if we use a non-local minority firm to perform a service that cannot be performed locally by a minority-certified firm?

*Response: You will not lose points so much as you may not earn the full potential of SMWB points if you cannot find other areas of service that can be assigned to local, SMWB-certified subconsultants. If you need assistance with finding local, SMWB-certified subconsultants for a specific scope of work, please email the SMWVB Program Manager at [marisol.robles@saws.org](mailto:marisol.robles@saws.org). If there is availability, the SMWVB Program Manager will respond with a list pulled from the South Central Texas Regional Certification Agency's database.*

4. What counties are considered local (for minority firm participation)?

*Response: Please see the following definition from the Good Faith Effort Plan (page 48 of 91):*

**Local:** *A business located in the San Antonio Metropolitan Statistical Area (SAMSAs), which includes the counties of Atascosa, Bandera, Bexar, Comal, Frio, Guadalupe, Kendall, Kerr, McMullen, Medina, Uvalde and Wilson. A business's presence in the SAMSAs that consists solely of a P.O. Box, a mail drop, or a telephone message center does not count as being local.*

5. For the OPCC table, do all 8 projects have to be sanitary sewer projects, or can we include water transmission pipeline projects?

*Response: It is preferred that the projects be sewer main projects as the contract is slated for that intent.*

6. Regarding the Similar Projects and Past Performance form, can we submit projects for which the design phase is complete, but construction is ongoing?

*Response: Please provide project information that details the entire project life cycle.*

7. Can we insert photos on the Similar Projects and Past Performance form?

*Response: Photos can be inserted but could hinder your availability to provide further project description within the allotted page.*

8. Can the three additional projects needed for the OPCC Table come from our cost estimating subconsultant team member?

*Response: It would be best to provide additional projects that the prime has been involved.*

END OF QUESTIONS AND ANSWERS

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

END ADDENDUM 2

Evaluation Criteria	Points	Description	Response Format and Page Limits	Submission Reminders
<b>Small, Minority, Woman, and Veteran-owned (SMWVB) Business Participation</b>	<b>15 pts</b>	Complete Exhibit B indicating Respondent's commitment to SAWS' SMWVB policy, which will be based on meeting or exceeding the minimum SMWVB goal of 40%. All sub-consultants should be included on this form, regardless of their SMWVB status.	<b>Exhibit B</b>	<ul style="list-style-type: none"> <li>✓ Ensure sub-consultants listed on the organizational chart are included on the GFEP</li> <li>✓ Reference V., B. 1. b. regarding the possible award of 5 SMWB points for committing to using a local SMWB Engineering Firm that has not worked with SAWS before, <u>as a prime consultant</u> for 10% of Sewer Design Services</li> </ul>



## EXHIBIT B

### Good Faith Effort Plan for Professional Services SUBCONSULTING for:

NOTE: Effective 1/1/17, SMWB points shall only be assessed for consultants and/or sub-consultants who are local, certified as SBEs (including MBEs and WBEs), and certified by the South Central Texas Regional Certification Agency.

**NAME OF PROJECT: 2018 Sanitary Sewer Overflow and Reduction Program (SSORP) Engineering Design Services - Small Diameter**

**SECTION A - PRIME CONSULTANT INFORMATION**  
 Legal Name of Firm, including "doing business as" if applicable:

\_\_\_\_\_

Address of Office to Perform Project Work:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_ Is your firm Certified as an SMWVB? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If "Yes", Certification Agency that granted SMWVB designation: \_\_\_\_\_

Type/s of Certification: SBE: \_\_\_\_\_ MBE: \_\_\_\_\_ VBE: \_\_\_\_\_ WBE: \_\_\_\_\_

Prime Consultant's Percentage of Participation: (Ex: 100% is the total value of the contract) \_\_\_\_\_ %

**1. List ALL SUBCONSULTANTS/SUPPLIERS that will be utilized on this project/contract. (SMWB AND Non-SMWB)**

	Legal Name of Sub-consultant/ Supplier (including "doing business as", if applicable).	Address of Office Location to Perform Project Work or Provide Supplies:	Scope of Work/Supplies to be Performed/Provided by Firm:	Estimated Percentage of Participation on this Project:	Certification Type & Certification Agency:
1					
	<b>**List SMWVB Firm in this row, if Applicable, that will be performing 10% of Sewer Design Services, and has not worked with SAWS as a prime consultant prior to this solicitation.**</b>				
2					
3					

4					
5					
6					
7					
8					
9					
10					

**SECTION B. – SMWB COMMITMENTS**

The SMWB goal on this project is **40%**

1. The undersigned proposer has satisfied the requirements of the BID specification in the following manner (please check the appropriate space):

\_\_\_\_\_ The proposer is committed to a minimum of 40 % SMWB utilization on this contract.

\_\_\_\_\_ The proposer, (if unable to meet the SMWB goal of 40%), is committed to a minimum of % SMWB utilization on this contract.  
 \_\_\_\_\_ (If contractor is unable to meet the goal, please fill out Section C and submit documentation demonstrating good faith efforts).

2. Name and phone number of person appointed to coordinate and administer the SMWB requirements on this project.

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

IF THE SMWB GOAL WAS MET, PROCEED TO AFFIRMATION AND SIGN THE GFEP. IF GOAL WAS NOT MET, PROCEED TO SECTION C.

SECTION C – GOOD FAITH EFFORTS (Fill out only if the SMWB goal was not achieved).

1. On a separate sheet of paper, list and attach to this Good Faith Effort Plan written, posted, or published notification to all firms you contacted with sub-consulting/supply opportunities for this project that will not be utilized for the contract by choice of the proposer, sub-consultant, or supplier. Notices to firms contacted by the proposer for specific scopes of work identified for sub-consulting/supply opportunities must be provided to sub-consultant/supplier **not less than five (5) business days prior to proposal due date**. This information is required for all firms that were contacted of sub-consulting/supply opportunities.

**Copies of said notices must be provided to the SMWB Program Manager at the time the response is due. Such notices shall include information on the plans, specifications, and scope of work.**

2. Did you attend the pre-submittal conference scheduled for this project? \_\_\_\_\_ Yes \_\_\_\_\_ No

3. List all SMWVB listings or directories, contractor associations, and/or any other associations utilized to solicit SMWB sub-consultants/suppliers:

\_\_\_\_\_

4. Discuss efforts made to identify elements of the work to be performed by SMWVBs in order to increase the likelihood of achieving the goal:

\_\_\_\_\_

\_\_\_\_\_

5. Indicate advertisement mediums used for soliciting SMWVBs. (Please attach a copy of the advertisement(s):

\_\_\_\_\_

\_\_\_\_\_

**AFFIRMATION**

I hereby affirm that the above information is true and complete to the best of my knowledge. I further understand and agree that, this document shall be attached thereto and become a binding part of the contract.

**Name and Title of Authorized Official:**

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

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE:**

This Good Faith Effort Plan is reviewed by SAWS Contracting Department. For questions and/or clarifications, please contact Marisol V. Robles, SMWVB Program Manager, at 210-233-3420.

## **DEFINITIONS**

**Note:** To be eligible for participation in the SAWS Small, Minority, Woman, and Veteran-owned Business Program, a firm must be local, and must be certified as a Small Business Enterprise (SBE). This includes firms certified as Minority and/or Woman-owned Business Enterprises (MBEs and WBEs). SAWS tracks Veteran-owned Business Enterprises (VBEs) for statistical purposes, but does not award points for VBE participation.

**Local:** A business located in the San Antonio Metropolitan Statistical Area (SAMSA) , which includes the counties of Atascosa, Bandera, Bexar, Comal, Frio, Guadalupe, Kendall, Kerr, McMullen, Medina, Uvalde and Wilson. A business's presence in the SAMSA that consists solely of a P.O. Box, a mail drop, or a telephone message center does not count as being local.

**Prime Consultant/Contractor:** Any person, firm partnership, corporation, association or joint venture which has been awarded a San Antonio Water System contract.

**Sub-consultants/contractor:** Any named person, firm partnership, corporation, association or joint venture identified as providing work, labor, services, supplies, equipment, materials or any combination of the foregoing under contract with a prime consultant/contractor on a San Antonio

**Small, Minority, and Woman-owned Business (SMWB):** All business structures Certified by the Texas State Comptroller's Office (HUB), or the South Central Texas Regional Certification Agency that are 51% owned, operated, and controlled by a Small Business Enterprise, a Minority Business Enterprise, or a Woman-owned Business Enterprise.

**Small Business Enterprise (SBE):** A business structure that is Certified by the Texas State Comptroller's Office (HUB), or the South Central Texas Regional Certification Agency as being 51% owned, operated and controlled by someone who is legally residing in or a citizen of the United States, and the business structure meets the U.S. Small Business Administration's (SBA) size standard for a small business within the appropriate industry category.

**Minority Business Enterprise (MBE):** A business structure that is Certified by the Texas State Comptroller's Office (HUB), or the South Central Texas Regional Certification Agency as being 51% owned, operated, and controlled by an ethnic minority group member(s) who is legally residing in or a citizen of the United States. For purposes of the SMWB program, the following are recognized as minority groups:

- a. **African American** – Persons having origins in any of the black racial groups of Africa.
- b. **Hispanic American** – Persons of Mexican, Puerto Rican, Cuban, Spanish or Central or South American origin.
- c. **Asian-Pacific American** – Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.
- d. **Asian-Indian American** – Persons whose origins are from India, Pakistan, Bangladesh or Sri Lanka.
- e. **American Indian/Native American** – Persons having no less than 1/16 percentage origin in any of the American Indian Tribes, as recognized by the U.S. Department of the Interior's Bureau of Indian Affairs and as demonstrated by possession of personal tribal role documents.

**Woman-owned Business Enterprise (WBE):** A business structure that is Certified by the Texas State Comptroller's Office (HUB), or the South Central Texas Regional Certification Agency as being 51% owned, operated and controlled by a woman or women who are legally residing in or citizens of the United States.

**African American Business Enterprise (AABE):** A business structure that is Certified by the Texas State Comptroller's Office (HUB), or the South Central Texas Regional Certification Agency as being 51% owned, operated and controlled by African American minority group member(s) who are legally residing in or are citizens of the United States.

**Joint Venture:** A limited association of two or more persons to carry out a single business enterprise for profit, for which purpose they combine their property, money, efforts, skills and knowledge. A Joint Venture is not currently eligible for SMWVB certification.

**Veteran-Owned Business Enterprise (VBE):** A business structure that is at least 51% owned, operated and controlled by an individual who served in the United States Armed Forces, and who was discharged or released under conditions other than dishonorable. Please note: This certification type should not be confused with the Service Disabled Veteran designation available through the Small Business Administration.

### **Web Submittal of Sub-consultant/Supplier Payment Reports:**

The Contractor will be required to electronically report the actual payments to all sub-consultants and suppliers utilizing 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). Electronic submittal of monthly subcontractor payment information will be accessed through a link on SAWS' "Business Center" web page. This information will be utilized for subcontractor participation tracking purposes. Any unjustified failure to comply with the committed SMWB levels may be considered breach of contract.

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 also be accessed through the following internet address: <https://saws.smwbe.com/>