



**REQUEST FOR QUALIFICATIONS
W-6 Upper Segment: Highway 90 to
SW Military Drive Sewer Main**

Solicitation No.: PS-00068

Addendum 3 | November 30, 2018

QUESTIONS

1. Section IV. Submitting a response, B4 mentions that responses are limited to a maximum of nineteen (19) pages per proposal. Required forms do not count toward the page limit. In the description of the SOQ response on pages 12-14, the 19 pages are defined explicitly, and do not include a cover letter or a TOC. At the end of Section IV, B4, it states: “The cover letter, cover page, table of contents and tabs do not count towards the page limit. Each page should be numbered starting with the cover letter.” Does SAWS expect us to include a cover letter and a TOC?

If SAWS expects us to include a cover letter and a TOC, how is it preferred that we number the pages? Should we label pages that count towards page count as well as those that do not count in the page count sequentially or use a separate set of numbering for those included in the page count?

Response: Respondents can include a cover letter and table of contents, while not required it is helpful. Numbering of pages is at the discretion of the respondent. SAWS does however ask that respondents provide tabs between each section, even though tabs are not required.

2. Section IV. Submitting a Response, B5 states “Teams can include one (1) 11” by 17” Exhibit as part of the Project Approach.” B6 mentions “One (1) 11” by 17” Exhibit can be included as part of the Project Approach. The proposed project schedule can also be submitted using 11” by 17” paper, landscape orientation. We are interpreting that of the 19 pages allowed, we can include two (2) 11”x17” pages total in Project Approach, one of which is an Exhibit of our choosing and the other is the project schedule. Please confirm.

Response: Correct. If Respondent chooses to prepare the project schedule in 11” by 17”, then a total of two 11” by 17” pages can be part of the Project Approach Section. The Project Approach section

has a page limit of 7 pages. The 11 X 17 page(s) will count as one page each towards this page limit. A Document Matrix has been included in this Addendum 3 to assist Respondent's to adhere to page limits and quickly determine what does and does not count toward page limits in the preparation of their submittals.

3. Upon review of the RFQ we noted the following: Section IV, Submitting a Response, C. Response Format, number 5 is missing (numbers jump from 4 to 6). Is there missing information or was this an oversight?

Response: This was an oversight and there is no information missing. Please see the Clarifications to the RFQ section below.

4. The RFQ notes: Design deliverables have been made available for review by potential Respondents on SAWS' website. The link to access the documents is found at the following location: http://www.saws.org/business_center/ContractSol/ Can SAWS clarify when this information will be made available?

Response: The deliverables were posted to the link on November 28, 2018. It is SAWS intent to decouple the two design efforts: current 30% Design and next design phase which is thru this Solicitation. Final 30% Design Deliverables will be provided to SAWS February 19, 2019. The selected consultant will be provided with a copy of the deliverables soon after.

5. We do not anticipate that Design Services for open cut pipe of a size up to 60-inches will equate to 10% of the design fee. Please confirm we are able to meet the 10% fee with other design services.

Response: Please see the "Changes to the RFQ" section of this addendum, which details a reallocation of SMWB points.

SAWS is not asking for 10% of the total design fee, but rather, 10% of the design fee specifically for designing open cut work for (up to) 60-inch pipe. In other words, if the Respondent were to separate the design fees for the 60-inch design and the 90-inch design into two line items, SAWS is asking for 10% of the 60-inch line item. Please be aware that SAWS is also expanding the type of design work that can be included in the Mentor-Protégé section. The possible 5 points to be earned will now be specific to 1.) 10% of the design for open cut work involving (up to) 60-inch pipe performed by a local SMWB-certified firm, or, 2.) 10% of any sewer design services performed by a local SMWB-certified firm that has not worked for SAWS before as a prime consultant. Other design or support services may not be substituted for those two areas of functionality.

6. Does this need to be one single engineering firm or can we utilize more than one firm given the expected volume of work and associated, constrained schedule?

Response: Please see the "Changes to the RFQ" section of this addendum, which details a reallocation of SMWB points.

Because this is intended to be a fast-paced Mentor-Protégé program built within the contract, only one firm can be assigned for the 10% of Design Services for Large Diameter Pipe (up to 60-inch) Open Cut work, or 10% of any Sewer Design Services performed by a local SMWB-certified firm that has never worked for SAWS before as a prime consultant. However, if you need support in other areas,

you may use as many qualified subconsultants as you need to fulfill the contract's obligations. All subconsultants (SMWB and non-SMWB) must be listed in your proposal's Good Faith Effort Plan and in the Organizational Chart.

7. Please define your intent of the use of or definition of “mentor-protégé”.

Response: We do not have a formal definition of “mentor-protégé”, however, the purpose is to provide business development assistance to the protégé firm through the assignment of meaningful and capacity-building design work paired with the oversight and guidance of the more-experienced mentoring firm.

8. May we use a font size larger or smaller than 10-point Arial in headings and/or graphics as long as the text is legible?

Response: No, SAWS requires the use of 10-point Arial font to assist the technical evaluation committee as they review the submittals.

9. May we recreate the Evaluation Criteria Forms (Sub-Consultant Table – Evaluation Criteria Form: Team Experience and Qualifications, Project Tables – Evaluation Criteria Form: Similar Projects and Past Performance, and OPCC Table – Evaluation Criteria Form: Similar Projects and Past Performance)?

Response: No, SAWS requires the uniform utilization of the forms within the Request for Qualifications.

10. On page 12 (Section II.C.4), the Evaluation Criteria Summary for the Team Experience and Qualifications section states, “4) Using the table within the Evaluation Criteria form, describe the role of the Respondent and the Respondent’s subconsultant(s) for this project. Use table provided.”
- Will the table referenced in this statement (Attachment IV) be included or not included in the 19 page count restriction?
 - If it is included in the page count, then the current “Response Format and Page Limits” sections all add up to 20 pages, how should we account for this extra page?

Response: No, the Table does not count towards the page limit.

11. Are there any additional geotechnical review materials that you can provide us with for the W-6 alignment corridor for further discussion in the Geotechnical Investigation Plan of the Approach section?

Response: No. There is no additional geotechnical information. The 30% Design Consultant is going to perform two geotechnical bores and two environmental borings. The results from these bores will be included in the Final 30% Design Deliverables, which will be shared with the selected consultant.

12. On RFQ document, page 15 of 42, table – it states that 10 points may be awarded for committing to using a local SMWBE engineering firm for 10% of design services for large diameter sewer via open cut. If understanding correctly, out of 2,250 LF of 60” dia pipeline design services, the prime consultant can commit to sub a total of 225 lf of 60” diameter pipe line design services & associated work?

Response: You are correct. Through the “Changes to the RFQ” section of this addendum, SAWS is also expanding the type of design work that can be included in the Mentor-Protégé section, and is reallocating the distribution of SMWB points.

- 13. On RFQ document, page 19 of 42, section B.,1., a. – it states that up to 5 points can be awarded if meet the 40% MWBE goal. Does this strictly pertain to Minority & Women Business Enterprises? We are seeking our SBE certification and are not M/WBE therefore want to clarify if SBE’s fit into this goal item.

Response: This section does not pertain to firms whose only certification is SBE. It applies to firms who have SBE certification and are also Woman-owned Business Enterprises and/or Minority Business Enterprises. Please see the “Changes to the RFQ” below, which details changes to the distribution of SMWB points.

- 14. If SBE’s can be counted for the 40% SWMBE goal (from question above), the prime consultant, as a good faith effort, can still go after SMWBE’s for the remaining 39% to try to fulfil the 40% goal?

*Response: The 40% aspirational goal in Section B.,1., a. applies only to local firms who have SBE certification **and are also** Woman-owned Business Enterprises and/or Minority Business Enterprises. Your firm may use subconsultants to earn points for M/WBE participation. In addition, the scoring structure is being changed via this addendum. See the “Changes to RFQ” below. Please be aware that if your firm is awarded a contract, there will be compliance monitoring to ensure that you are paying your subconsultants according to the work assigned as stated in the Good Faith Effort Plan.*

CHANGES TO THE RFQ

- 1. Section I., F. Additional Requirements, 5. Remove in its entirety and re-number item 6. in this section.
- 2. Section I., F. Additional Requirements, insert the following after the renumbered item 5.:
 - 6. The Geologist included as the Respondent’s Key Personnel must be a licensed P.G. in the State of Texas with extensive knowledge of local geology in South Central Texas.
- 3. Section I. Project Information, G. Estimated Timeline for Procurement replace the last line of the timeline with the following:

February 15, 2019.....Authorization to Proceed

Respondents should utilize the Authorization to Proceed date when preparing their project schedule to be included as part of the Project Approach section.

The remainder of the section shall remain unchanged.

3. In the Request for Qualifications, section V. Other Required Documents to Submit, B.1. remove and replace the scoring table with the following:

- a. **M/WBE Scoring Method: Up to 10 Points (By percentage) 40.00% M/WBE Goal**
 - M/WBE Participation Percentage between 1% and 9.99%: 2 Points
 - M/WBE Participation Percentage between 10% and 19.99%: 4 Points
 - M/WBE Participation Percentage between 20% and 29.99%: 6 Points
 - M/WBE Participation Percentage between 30% and 39.99%: 8 Points
 - M/WBE Participation Percentage meeting or exceeding 40.00%: 10 Points
- b. **Mentor-Protégé: Utilization of a local, certified SMWB Engineering Firm for 10% of Design Services for Large Diameter Pipe (up to 60-inch) Open Cut, or Utilization of a local, certified SMWB Engineering Firm that has not worked with SAWS before as a prime consultant, for 10% of any Sewer Design Services: 5 Points**
- c. **Optional:** Prior subconsultant 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 Respondents' utilization of their SMWB subconsultants. 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 subconsultants on recent SAWS projects. This option does not apply to work order or unspecified contracts.
 - Total SMWB Subconsultant compliance discrepancy between 3.00% - 4.00%: Deduct 1 Point
 - Total SMWB Subconsultant compliance discrepancy between 4.00% - 5.00%: Deduct 2 Points
 - Total SMWB Subconsultant compliance discrepancy greater than 5.00%: Deduct 3 Points

4. In the Request for Qualifications, section II Selection Process, subsection C. Evaluation Criteria Summary, the SMWVB scoring section of the table is revised and replaced with the following:

Evaluation Criteria	Points	Description	Response Format and Page Limits	Submission Reminders
Small, Minority, Woman, and Veteran-owned (SMWVB) Business Participation	15 pts	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 subconsultants should be included on this form, regardless of their SMWVB status. Prior to final selection, SAWS may review and consider Respondent's past adherence to contractually-bound SMWB sub-consultant participation. SAWS reserves the right to deduct SMWB points for discrepancies between the Respondent's pledged SMWB goal, and the current/ongoing actual utilization of SMWB subconsultants for contracts awarded by SAWS in the past two years. Reference V., B. 1. c. for more information.	Exhibit B	<ul style="list-style-type: none"> ✓ Ensure subconsultants listed on the organizational chart are included on the GFEP. ✓ Reference V.,B. 1. a. and b. regarding the possible award of SMWB points.

5. Exhibit B – Good Faith Effort Plan is replaced with the form attached to this Addendum 3. Respondents will utilize the attached revised Exhibit B when submitting their responses.

6. Insert Attachment V – Documents Matrix, attached to this Addendum 3.

CLARIFICATIONS TO THE RFQ

1. In the Request for Qualifications, Section IV, Submitting a Response, C. Response Format, there was a numbering oversight and the numbering skipped from 4 to 6. There is no missing information and there is no number 5.
2. The second change to the RFQ listed above was made to modify the scoring method and allocation of possible points for M/WBE and Mentor-Protégé.

END ADDENDUM 3

This Addendum including these six (6) pages, is eleven (11) pages including attachments.

Attachments: Exhibit B – Good Faith Effort Plan (*4 pages*)
Documents Matrix (*1 page*)



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 subconsultants that are local, certified as SBEs (including MBEs and WBEs), and certified by the South Central Texas Regional Certification Agency or the Texas Historically Underutilized Business (HUB) Program.

NAME OF PROJECT: W-6 Upper Segment: Highway 90 to SW Military Drive Sewer Main

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. (Both 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	**SMWB Firm performing 10% of Lg Diameter Pipe (up to 60") Open Cut Design, or a firm that has not worked with SAWS before as a prime consultant for 10% of Sewer Design **				
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 or marisol.robles@saws.org.

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/>

Documents Matrix

Documents	Counts Towards Total 19-Page Maximum	Document(s) - Does <u>Not</u> Count Towards Total 19-Page Maximum	Notes
Attachment III – Respondent Questionnaire		X	
Organizational Chart and Description of Team Composition (3 pages)	X		
Resumes (7 pages)	X		
Attachment IV – Evaluation Criteria Forms 4.) Respondent and Sub-Consultant Table		X	
Attachment IV – Evaluation Criteria Forms 1.) Five (5) projects (5 pages)		X	<i>*This form has an individual page limit but does not count toward the 19 page maximum</i>
Attachment IV – Evaluation Criteria Forms 2.) OPCC Table		X	
Project Approach Questions 1.), 2.), 3.), 4.), and 5.) (7 pages) (including project schedule)	X		
Allowable 11” x 17”s as part of the Project Approach	X		
Quality Control Plan (2 pages)	X		
Exhibit B – Good Faith Effort Plan		X	
Exhibit C – Conflict of Interest Questionnaire		X	
Copy of Current Certificate of Liability Insurance		X	
Completed and Signed W-9 Form		X	
CD or USB of all documents within the Original Proposal		X	
Submittal Response Checklist		X	
Cover Letter, cover page, table of contents, and tabs		X	