



**2020 SAWS WASTEWATER FACILITIES MASTER PLAN
FOR WATER RECYCLING CENTERS**

Solicitation Number: Q-19-011-JP

ADDENDUM 1
November 18, 2019

To Respondent of Record:

This addendum, applicable to work referenced above, is an amendment to the specifications and as such will be a part of and included in the Contract Documents. Acknowledge receipt of this addendum by entering the Addendum number and issue date on the space provided in submitted copies of the Respondent Questionnaire.

RESPONSES TO QUESTIONS

- 1. Question:** Does Attachment II, Respondent's and Proposed Subconsultants' Roles form need to be included?

Response: Yes. This is required under the Attachment 1, Evaluation Criteria Details and Requirements form under Team Experience and Qualification, Item #4.

- 2. Question:** Does the cover letter count toward the page limit?

Response: No. The cover letter is regarded as the cover page for this Project and does not count toward the page limit.

- 3. Question:** The page count totals 20 when totaling the number of pages in the Response Format and Page Limits column in Attachment I (pg. 17-20 of RFQ), we understand that per the RFQ requirements there is a maximum page count of 25 pages (pg. 9 of RFQ) – can we use the remaining 5 pages to include a cover letter and introduction/executive summary section at the beginning of our submittal of qualifications?

Response: The total page count of 25 pages noted in the RFQ is to account for the 20 pages in response to the evaluation criteria with the indicated page limitations. The remaining 5 pages are the fillable forms being requested in the evaluation criteria for Team Experience and Qualifications Item 4 and Similar Projects and Past Performance Item 1. Together these equate to the total page count of 25. You can include a cover letter as noted on question #2 of this Addendum. However an introduction/executive summary is not required, but if it is included, it will count towards the page limit.

- 4. Question:** Per page 11 of the RFQ – MBE and WBE firms must also be certified as a SBE in order to be counted for SMWB points?

Response: Yes. MBE and WBE firms must (also) be SBEs in order for their participation to count toward fulfilling the aspirational SMWB goal. Firms must also have a local office, and must be certified by the South Central Texas Regional Certification Agency or the Texas Historically Underutilized Business (HUB) Program to be eligible for SMWB points.

5. **Question:** How does the %5 SBE (non-M/WBE) (pg. 11 of RFQ) factor into the evaluation criteria (pg. 6 of RFQ)?

Response: Firms whose only certification is Small Business Enterprise (SBE) certification are eligible for up to five SMWB points (maximum) for up to 5% of proposed participation on the contract, scored on a tiered scale. The SBE points may be combined with M/WBE points for a maximum possible total of 15 SMWB points.

6. **Question:** Does SAWS have a Visual Hydraulic model for each of the treatment plants in this solicitation?

Response: Over the years, different Consultants performed hydraulic models for some of the treatment plants for their specific projects. None of these models have been representative of the entirety of the plants. SAWS does not have access to these models.

7. **Question:** Section IV. Submitting a Response. Numbering of pages (item B.4, pg. 9 of 77). Please confirm if the desire of SAWS is to have numbered all pages of the SOQ as currently stated, or just the specific 25 pages that the responses are limited to in accordance to Attachment I?

Response: Please number all of the pages as currently stated on the RFQ to ensure SAWS receives all submitted pages and can quickly place them in order. The 25 page limit requirement is not associated with the footer numbering system.

8. **Question:** Section IV. Submitting a Response 11x17 page allowance (item B.6, pg. 9 of 77). We kindly request the allocation of a second 11x17 page to be used for the organization chart in order to improve its readability?

Response: A second 11 x 17 page will be allowed for this submittal for the organizational chart to allow for clarity regarding the proposed team for the project. See the revised reference in Section IV, Item B.6 in the Changes to Specifications Section of this Addendum.

9. **Question:** Section IV. Submitting a Response Format Requirements (item C.4, pg.10 of 77). This section refers to formats included in Attachment II for Team Experience and Qualifications and for Project Approach. However, these formats are not included in the current version of the RFQ. Please clarify if SAWS will be providing such formats or if the Respondents are allowed to use their own formats provided they stay within the page limits defined in Attachment I.

Response: The formats are included in Attachment 1, Column titled "Response Format and Page Limits." See the revised reference in Section IV, Item C.4 in the Changes to Specifications Section of this Addendum.

10. **Question:** Attachment I. Evaluation Criteria Details and Requirements Project Approach (pg. 19 of 77). Current version of RFQ lists the project understanding section (item 2) requirements after the detailed approach section (item 1). Please clarify if the Respondents are allowed to invert the order of these two sections in their submittal.

Response: Respondents are not allowed.

11. **Question:** Attachment II. Evaluation Criteria Forms Form Title (pg. 21 of 77). Current version of RFQ names this form "Team Experience and Qualifications". However, the form requests information on Respondent's and Proposed Subconsultants' Roles. Please confirm which title should be used for this form.

Response: The Attachment II Evaluation forms' titles should not be modified. This particular table matrix corresponds to the evaluation criteria for Team Experience and Qualifications Item No. 4 requesting the availability, percent commitment for Respondent's Key Personnel including the Key Subconsultants. Please use the form as-is, and provide it in the Team Experience and Qualifications section of the submittal.

- 12. Question:** Attachment II. Evaluation Criteria Forms Form Title (pg. 22 of 77). Current version of RFQ names this form "Team Experience and Qualifications". However, the form requests information on Proposed Key Personal Employer, Geographic Location and % Time Committed. Please confirm which title should be used for this form.

Response: See response to Question # 11 of this Addendum.

CHANGES TO THE SPECIFICATIONS

- 1. IV. Submitting a Response.** Item B.6 of Section IV. Submitting a Response is modified to read as follows:

"6. Responses should be clear, concise, and complete. They should be submitted using an 8 ½" by 11" portrait format (up to two (2) 11" by 17" will be permitted for drawings, where warranted). SAWS respectfully requests that the Respondent utilize one of the 11" by 17" to portray the organizational chart of the proposed team for the Project."

- 2. IV. Submitting a Response.** Item C.4 of Section IV. Submitting a Response is modified to read as follows:

"4. Response to Evaluation Criteria and Required Forms

See Attachment I for further description and details of evaluation criteria and Attachment II for the forms required to be completed and submitted with Respondent's SOQ.

- **Team Experience and Qualifications** - Respondent shall respond using the format indicated in the table in Attachment I. This form is available as a Microsoft Word document on the SAWS solicitation website.
- **Similar Projects and Past Performance** - Respondent shall respond using the format indicated in the table in Attachment I. This form is available as a Microsoft Word document on the SAWS solicitation website.
- **Project Approach** - Respondent shall respond using the format indicated in the table in Attachment I.

END OF ADDENDUM

This Addendum is three (3) page(s) in its entirety.