



REQUEST FOR QUALIFICATIONS

REAL ESTATE APPRAISAL SERVICES

**Solicitation No.: Q-20-001-JAM
Addendum 3 | March 18, 2020**

To Respondent of Record:

This addendum, applicable to project referenced above, is an amendment to the RFQ 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.

MODIFICATIONS AND CLARIFICATIONS

1. The submittal deadline and project schedule is now being revised. Remove and replace Section I.D. Estimated Timeline with the following:

D. Estimated Timeline

February 26, 2020	RFQ Released
April 3, 2020 by 2:00 p.m.....	Statement of Qualifications (SOQs) Due
April 2020	SOQs Evaluated
April/May 2020	Interviews, if necessary
May 2020	Selected Firm(s) Notified
May 2020	Contract Negotiations
June 2, 2020	SAWS Board Consideration and Award
June 3, 2020	Non-Selection Notices Mailed
June 2020	Start Work

The dates listed above are subject to change without notice.

2. The Hard Copy Submittal requirement is now being revised to an Electronic Submittal requirement. Remove and replace Section IV. Submitting a Response with the following:

IV. Submitting a Response

A. Deadline

Respondents are strongly encouraged to submit their proposals at least two (2) hours prior to the SOQ deadline and time to avoid last minute transmission issues. If you believe there is an issue, please contact Jonathan Miranda, Interim Contract Manager at 210-233-3460 for assistance before the due date deadline.

B. Submission – *Electronic Submittals Accepted Only*****

1. Address a PDF of your submittal to contracting@saws.org. Entitle the subject line of the submission email with “**Q-20-001-JAM – Real Estate Appraisal Services RFQ Response**” and name of Respondent. **If any hard copy proposals are submitted in error, they will not be evaluated for consideration.** The file size limitation for submission is 10MB. Only one (1) file with all required response information shall be submitted. A brief e-mail response will be provided to acknowledge receipt of your submission. Pages requiring signatures shall be scanned or electronically signed. The submission shall be tabbed and “bookmarked” in PDF to match the response format indicated further in this solicitation. The entire submission shall be in searchable PDF format.
 2. SAWS will not be responsible for slow or delayed electronic submissions that do not reach the intended recipient within the designated timeframe regardless of whether it is caused by, but not limited to, the World Wide Web, internet service provider (ISP), third party system, firewalls or infrastructure.
 3. Responses are limited to a maximum of **twenty-five (25)** pages per proposal. Required forms do not count toward the page limit. Required forms are the Submittal Response Checklist, Respondent Questionnaire, W-9 form, Insurance requirements, Good Faith Effort Plan, SCTRCA Certificates and the Conflict of Interest Questionnaire. The cover page and tabs do not count towards the page limit. Number each page starting with the cover letter, including text charts and graphic images.
 4. Brochures, visual or other presentations, art work and marketing information beyond those sufficient to present a complete and effective proposal are neither necessary nor desired.
 5. Responses should be clear, concise, and complete. They should be submitted using an 8 ½” by 11” portrait format (up to 11” by 17” will be permitted for drawings, where warranted).
 6. By submission of a response, Respondent acknowledges that they have read and thoroughly understand the Scope of Services, agree to all terms and conditions stated herein, and acknowledge that it can perform all tasks as required.
 7. Once, issued, this RFQ is subject to revision via written Addenda any time before the submittal deadline. Any such Addenda will be available through the SAWS website. Respondent is solely responsible for obtaining all Addenda prior to submitting its SOQ. Respondents should check the SAWS website frequently, including the day of the SOQ Submittal Deadline. SAWS assumes no responsibility or liability whatsoever for the distribution of Addenda to Respondents.
3. Due to an administrative error, the dates for preceding addenda displayed the incorrect year. For clarification, addendum posting dates are **March 11, 2020** and **March 16, 2020** for Addendum 1 and Addendum 2 respectively. Please utilize these corrected dates when acknowledging addenda receipt on the Respondent Questionnaire. Responses which include the previous erroneous dates can still be found responsive.

END OF ADDENDUM 3

This Addendum is two (2) pages in its entirety. There are no attachments.