



**2020 WATER PRODUCTION STORAGE TANK FACILITIES PROJECT**  
**Solicitation Number: PS-00095**

**ADDENDUM 1**  
**March 16, 2020**

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.

<b>RESPONSES TO QUESTIONS</b>
-------------------------------

- 1. Question:** Will the S.P.U.R System (B2G) training be available online or must we come into the office?

*Response:* Yes, SAWS is capable of setting up a WebEx meeting for SPUR System training.

- 2. Question:** Is there an estimated budget amount that is able to be shared for the "RFQ Engineering - 2020 Water Production Storage Tank Facilities Project - PS-00095-JP" project?

*Response:* Budget amount will not be advertised.

- 3. Question:** Please clarify which roles are considered "key personnel." Page 27, Item 1 lists the Project Manager, QA/QC Lead, Civil Design Lead, Mechanic Design Lead, Electrical Design Lead, and Structural/Architect Lead. However, Item 3 asks for resumes of Project Manager, Design Team Lead(s), QA/QC Lead, Cost Estimator, and Permitting Lead. Please also clarify which resumes are required.

*Response:* Key Personnel for the purposes of this solicitation are: Project Manager (PM), QA/QC Lead, Mechanical Design Lead, Electrical Design Lead, Civil Design Lead, and Cost Estimator. Resumes must be provided for said Key Personnel only.

- 4. Question:** Please clarify which of the key personnel need to show involvement on the 5 similar projects and how many they must be tied to. Page 28, Item 1 states: "Key Personnel shall have participated in least three (3) of the five (5) projects. The Project Manager shall have participated in at least two (2) of the five (5) projects." However, the form located on page 33 of the RFQ states: "The Project Manager shall have participated in at least two (2) of the five (5) projects. The QA/QC Lead shall have participated in at least two (2) of the five (5) projects. The Technical/Design Lead shall have participated in at least two (2) of the five (5) projects."

*Response:* Respondent must follow requirements identified on Pg. 33 of the RFQ. See the response to Question 3 for Key Personnel.

## CHANGES TO THE SOLICITATION

1. The first sentence of Section IV. Submitting a Response Subsection B.4 on page 13 of the RFQ, is modified to read as follows:  
“Responses are limited to a maximum of **twenty-two (22)** pages including the Fillable Forms in Attachment III per proposal.”
2. The first sentence of Section IV. Submitting a Response Subsection B.6 on page 13 of the RFQ, is modified to read as follows:  
“Responses should be clear, concise, and complete. They should be submitted using an 8 ½” by 11” portrait format (**one (1)** 11” by 17” **will** be permitted).”
3. The following bullet will be added to subsection IV.C.4 on page 14 of the RFQ:  
“• **Quality Management Plan (QMP)** - Respondent shall respond using the format indicated in the table in Attachment III.”
4. The previous Submittal Response Checklist on page 39 of the RFQ is deleted in its entirety and replaced with the revised Submittal Response Checklist attached in this Addendum.
  - Added QMP to the list.
5. The previous Exhibit D, Security Procedures is deleted in its entirety and replaced with the revised Exhibit D, Security Procedures attached to this Addendum.

## CLARIFICATIONS

1. Respondents can either self-perform the cost estimates, utilizing their own resources or, Respondents can team up with other Consultants to provide cost estimates.

## END OF ADDENDUM

This Addendum, including these two (2) pages, is five (5) pages with attachments in its entirety.

### Attachments:

Submittal Response Checklist

Exhibit D, Security Procedures

.

# SUBMITTAL RESPONSE CHECKLIST

Project Name: 2020 Water Production Storage Tank Facilities Project

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

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

- ☐ Respondent Questionnaire
- ☐ Completed and signed W-9 Form, and include email address or fax number
- ☐ Team Experience and Qualifications (including Organizational Chart)
- ☐ Similar Projects and Past Performance
- ☐ Project Approach
- ☐ Quality Management Plan (QMP)
- ☐ Copy of Current Certificate of Liability Insurance
- ☐ Exhibit B – Good Faith Effort Plan
- ☐ Exhibit C – Conflict of Interest Questionnaire
- ☐ USB flash drive
- ☐ 1 original and 7 copies of SOQs

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

## **Exhibit D**

### **SECURITY PROCEDURES**

If work will be conducted on SAWS property, on SAWS infrastructure, on a SAWS customer's property, or involve any SAWS networks, or any SAWS facility, the Contractor shall provide background screening information of their employees and sub-contractors to CastleBranch, the SAWS-approved vendor of background screening services, at [sawsbackgroundcheck@castlebranch.com](mailto:sawsbackgroundcheck@castlebranch.com). Any person found to have an unacceptable background check will not be allowed to perform work under this Contract (however, at SAWS's sole discretion, a waiver may be given by SAWS Security for an unacceptable finding, provided that it must first be approved and signed off on by the Director of SAWS Security). Any sub-contractors performing work must also receive a background screening by CastleBranch. Contractor shall be responsible for the accuracy of information on the background screening information sent to [sawsbackgroundcheck@castlebranch.com](mailto:sawsbackgroundcheck@castlebranch.com). For further questions about background screening, call CastleBranch at 910-679-2979 or 888-723-4263 ext. 7857 and advise them the Contractor is working for SAWS. Once background screening is approved by SAWS Security, Contractor must also complete a Project Contractor Data Form ("PCDF"). The PCDF will be sent to [securitygroup@saws.org](mailto:securitygroup@saws.org). The PCDF is required for the Contractor and its sub-contractors to receive the required badges and parking tags necessary to fulfill the work under this Contract. The PCDF must be sent electronically to [securitygroup@saws.org](mailto:securitygroup@saws.org).

Each employee and agent of Contractor shall obtain a SAWS photo identification badge (a "Contractor's Badge") and parking tag prior to any work on SAWS property or asset, which shall be used only for purposes necessary to perform the work under this Contract. SAWS Badge Office hours are Monday, Wednesday and Friday from 9:00am to 12:00pm, excluding SAWS holidays (hours are subject to change). SAWS Security staff can be contacted at (210) 233-3177 or (210) 233-3338. Once the Project is completed, the Contractor shall return all Contractor Badges and parking tags to the Security Office. A Contractor who does not return the Contractor Badges or parking tags is not in compliance with these procedures.

SAWS facilities require a SAWS employee to physically escort the Contractor at all times. SAWS may, at its sole discretion, waive the escort requirements if the PCDF and a "clean" background screening from CastleBranch are approved. Waiver of the escort requirement shall only be through a written correspondence to Contractor from SAWS Security.

Sub-contractors must always be under escort of Contractor while performing work on any SAWS property or asset. Sub-contractors must display the Contractor's Badge at all times while working on any SAWS property or asset. Sub-contractors are required to complete a background screening and be listed on the PCDF regardless of receiving a Contractor's Badge. The Contractor is solely responsible for the actions of its employees, agents, sub-contractors and consultants.

Contractor shall advise their SAWS Project Manager/Inspector of any employee terminations or changes to personnel performing work under this Contract, and the Contractor shall immediately turn in any and all Contractor's Badges and/or parking tags of employees or agents who are terminated or no longer performing work under this Contract. If Contractor becomes aware of any changes in the information contained in the PCDF or the background screening information, Contractor shall immediately notify the SAWS Project Manager/Inspector and provide an updated PCDF to [securitygroup@saws.org](mailto:securitygroup@saws.org) and background screening information to [sawsbackgroundcheck@castlebranch.com](mailto:sawsbackgroundcheck@castlebranch.com).

Contractor is responsible for being in compliance with SAWS Security requirements and for maintaining security of SAWS property, infrastructure, SAWS customer's property, networks, and facilities for the length of the Project. Security incidents must be reported to SAWS Security immediately at (210) 233-3338.

If the Contractor plans to leave the site unsecure or open during the Project, they must provide a SAWS-approved security guard to monitor ingress and egress to the SAWS site.

If Contractor takes any action that diminishes the security of a SAWS site, Contractor will be responsible for providing additional security requirements at its expense. Some examples of additional requirements that SAWS may require include hiring of SAWS approved security guards, temporary fencing, mobile Closed Circuit Television Monitoring trailer(s), or extra lighting. Notwithstanding anything herein to the contrary, any provisions in these Security Procedures that may appear to give SAWS the right to direct Contractor as to details of doing any work under this Contract or to exercise a measure of control over any security measures or such work shall be deemed to mean that Contractor shall follow the desires of SAWS in the results of the work or security measures only.

Advance coordination by Contractor with SAWS Security for these security requirements is necessary to ensure no delays with timely performance of work. Any other provision of this Contract notwithstanding, in the event Contractor fails to comply with SAWS Security requirements, SAWS may, with no penalty, claim of any nature (including but not limited to breach of contract) against SAWS by the Contractor:

- Issue a Work Stoppage Order until the security violation (s) are remedied
- Ask any unidentified or improperly identified person or equipment to leave SAWS site immediately and not return until items or deficiencies are remedied to SAWS's satisfaction.