



PROJECT 1: 2021 PRODUCTION FACILITIES ENGINEERING WORK ORDER CONTRACT

PROJECT 2: AQUIFER STORAGE AND RECOVERY (ASR) PIPELINE CATHODIC PROTECTION REPLACEMENT PROJECT

SOLICITATION NUMBER: PS-00118

ADDENDUM 1
September 9, 2021

To Respondent of Record:

CHANGES TO THE RFQ

1. **Page 1, Table of Contents, Attachments**, insert Attachment IV, Electronic Submittal Instructions.
2. **Page 11, Section II, D. Estimated Timeline**, insert the following:

September 23, 2021 at 10:00 a.m..... Deadline to Request FTP Access
3. **SECTION IV. B. 1. Submission:** Item 1, is hereby modified to read as follows:
 "1. **Address a PDF of your submittal in accordance with the attached Electronic Submittal Instructions attached to this Addendum.** If any hard copy proposals are submitted in error, they will **not** be evaluated for consideration. The file size limitation for submission is **4GB per file.** **Only one (1) file** with all required response information shall be submitted **per Project.** 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."
4. **Page 33, SUBMITTAL RESPONSE CHECKLIST:** The Submittal Response Checklist is hereby deleted in its entirety and replaced with the attached revised Submittal Response Checklist, which Respondents shall utilize when submitting a proposal for this RFQ.
 - a. Project Titles incorporated to checklist
 - b. Project Submittal Identification Form item moved to Project 1
5. **Page(s) 34-36, RESPONDENT QUESTIONNAIRE:** The Respondent Questionnaire is hereby deleted in its entirety and replaced with the attached revised Respondent Questionnaire. This version shall be utilized by Respondents when submitting a proposal to this RFQ.
 - a. Added No Boycotting and No Discrimination Verification exhibit
6. **Page 72, Sample Contract, XXVIII Attachments**, remove and replace with the following:

PROJECT 1

- | | |
|-------------|---|
| Exhibit I. | Compensation for Professional Services – Work Order Basis |
| Exhibit II. | Scope of Services |
| | Attachment A: Quality Management Plan ("QMP") Procedure |

	Attachment B: Quality Management Plan (“QMP”) Certification Letter Form
Exhibit III.	Insurance Specifications
Exhibit IV.	Sample Work Order Request and Production Schedule
Exhibit V.	Term and Timeframe for Deliverables
Exhibit VI.	Security Procedures
Exhibit VII.	List of Sub-Consultants
Exhibit VIII.	No Boycotting Israel Verification
Exhibit IX.	Preservation of Production of Contracting Information
Exhibit X.	Quality Management Plan
Exhibit XI.	No Boycotting and No Discrimination Verifications

PROJECT 2

Exhibit I.	Compensation for Professional Services – Lump Sum Basis
Exhibit II.	Scope of Services
	Attachment A: Quality Management Plan (“QMP”) Procedure
	Attachment B: Quality Management Plan (“QMP”) Certification Letter Form
Exhibit III.	Insurance Specifications
Exhibit IV.	Production Schedule
Exhibit V.	Security Procedures
Exhibit VI.	List of Sub-Consultants
Exhibit VII.	No Boycotting Israel Verification
Exhibit VIII.	Preservation of Production of Contracting Information
Exhibit IX.	Quality Management Plan
Exhibit X.	No Boycotting and No Discrimination Verifications

7. Insert Page 98, EXHIBIT “X or XI” – NO BOYCOTTING AND NO DISCRIMINATION VERIFICATIONS, which is attached to this Addendum.

END OF ADDENDUM

This Addendum, including this one (1) page, is six (6) pages with attachments in its entirety.

ATTACHMENT(S):

- Attachment IV- Electronic Submittal Instructions
- Submittal Response Checklist
- Respondent Questionnaire
- Exhibit “X or XI” – No Boycotting and No Discrimination Verifications



PROJECT 1: 2021 PRODUCTION FACILITIES ENGINEERING
WORK ORDER CONTRACT

PROJECT 2: AQUIFER STORAGE AND RECOVERY (ASR) PIPELINE CATHODIC
PROTECTION REPLACEMENT PROJECT

SOLICITATION NUMBER: PS-00118

ELECTRONIC SUBMITTAL INSTRUCTIONS
September 24, 2021 AT 10:00 AM (CDT)

FTP STATEMENT OF QUALIFICATIONS UPLOAD

In order to receive **electronic SOQs** for this RFQ, SAWS will utilize a SAWS secured File Transfer Protocol (FTP) site. Only Respondents submitting as Prime Consultants will need to submit their request prior to **September 23, 2021 by 10:00 am (CDT)** to receive access to the FTP site via email to **Janie.Powell@saws.org**. Respondent's email shall provide the legal name of the Respondent's company and the intended recipient's email address and phone number. No requests for FTP site access will be accepted after **September 23, 2021 by 10:00 am (CDT)**. Once a Respondent is approved for access, an email with a hyperlink to the FTP site and a unique password for the Respondent will be provided to the Respondent's email recipient.

Once access is received, Respondents may upload the required documents per the Submittal Response Checklist any time before the Proposal due date and time. **Please ensure to allow sufficient time should Respondents experience technical difficulties in uploading the required documents. No changes to the proposal can be made once the proposal has been submitted.**

Respondents shall comply with the following:

- 1) Limit files to one (1) pdf file per project that includes all items as indicated on Submittal Response Checklist. **ONLY ONE (1) SUBMITTAL PER PROJECT** PER RESPONDENT WILL BE ACCEPTED PER REQUEST. Do not upload zip files.
- 2) Ensure that the Project Submittal Identification Form is the first page(s) of each file.
- 3) Respondents may protect the documents from editing by adding a password. **However, the document must be accessible for viewing by SAWS without requiring a password.**
- 4) Files shall be titled as required on the Submittal Response Checklist.
- 5) DO NOT SHARE ACCESS AND/OR PASSWORD WITH OTHER PARTIES OUTSIDE YOUR COMPANY.
- 6) ENSURE THE PROPOSAL IS SENT NO LATER THAN THE DUE DATE AND TIME. PROPOSALS SUBMITTED AFTER THE PROPOSAL OPENING DEADLINE WILL NOT BE ACCEPTED.

If Respondent is in need of help, they may contact the SAWS Contract Administrator, **Janie M. Powell**, at **210-233-2443** or view troubleshooting tips at <http://www.Serv-U.com/sharefiles>

If Respondent has questions or concerns, please contact the Contract Administrator noted below.

Janie M. Powell

Contract Administrator

2800 U.S. Highway 281 North, Ste. 171 | San Antonio, TX 78212

Office | 210-233-2443

Email | Janie.Powell@saws.org

SUBMITTAL RESPONSE CHECKLIST

Project Name: Project 1: 2021 Production Facilities Engineering Work Order Contract
Project 2: ASR Pipeline Cathodic Protection Replacement Project

Firm Name: _____

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

Titled: Project 1: 2021 Production Facilities Engineering Work Order Contract

- Project Submittal Identification Form
- Respondent Questionnaire
- Completed and signed W-9 Form, and include email address or fax number
- Team Experience Qualifications
- Similar Projects and Past Performance
- Project Understanding and Approach
- Copy of Current Certificate of Liability Insurance or Letter from Insurance Agent
- Exhibit "B" – Good Faith Effort Plan
- Exhibit "C" – Conflict of Interest Questionnaire

Titled: Project 2: ASR Pipeline Cathodic Protection Replacement Project

- Project Submittal Identification Form
- Respondent Questionnaire
- Completed and signed W-9 Form, and include email address or fax number
- Team Experience Qualifications
- Similar Projects and Past Performance
- Project Understanding and Approach
- Copy of Current Certificate of Liability Insurance or Letter from Insurance Agent
- Exhibit "B" – Good Faith Effort Plan
- Exhibit "C" – Conflict of Interest Questionnaire

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

Signature

Date

Printed Name



San Antonio Water System

RESPONDENT QUESTIONNAIRE

PROJECT NAME: Project 1: 2021 Production Facilities Engineering Work Order Contract
Project 2: ASR Pipeline Cathodic Protection Replacement Project

Instructions: The Respondent Questionnaire is a required questionnaire. Complete the questionnaire by inserting the requested information. Do not modify or delete the questions.

GENERAL INFORMATION

- Respondent Information:** Provide the following information regarding the Respondent.
(NOTE: Co-Respondents are two or more entities proposing as a team or joint venture with each signing the contract, if awarded. Subconsultants are not Co-Respondents and should not be identified here. If this proposal includes Co-Respondents, provide the required information in this Item #1 for each Co-Respondent by copying and inserting an additional block(s) before Item #2.)

Respondent Name: _____

(NOTE: Give exact legal name as it will appear on the contract, if awarded.)

Principal Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Social Security Number or Federal Employer Identification Number: _____

- Operational Contact Information:** List the one person who SAWS may contact concerning your proposal or setting dates for meetings.

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Email: _____

- Legal Contact Information:** If a contract were to be awarded, list where all notices under the Contract shall be sent to. This is in addition to the Operational Contact.

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Email: _____

- Identify the principal contact person authorized to commit the Respondent to a contractual agreement.

- Does Respondent anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?

Yes No

6. Is Respondent authorized and/or licensed to do business in Texas?

Yes No If "Yes", list authorizations/licenses.

7. **Affirmative Action** - Respondent agrees to adhere to the EEO requirements contained in the RFQ section V, sub-section B.,1.

Yes No If "No", state reason.

8. **Debarment/Suspension Information:** Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

Yes No If "Yes", identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

9. **Bankruptcy Information:** Has the Respondent ever been declared bankrupt or filed for protection from creditors under state or federal proceedings?

Yes No If "Yes", state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets.

10. Provide any other names under which Respondent has operated within the last 10 years.

11. **Litigation Disclosure:** Respond to each of the questions below by checking the appropriate box. Failure to fully and truthfully disclose the information required in the Litigation Disclosure questions may result in the disqualification of your proposal from consideration or termination of the contract, once awarded.

a. Have you or any member of your Firm or Team to be assigned to this project ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

Yes No

b. Have you or any member of your Firm or Team to be assigned to this project been terminated (for cause or otherwise) from any work being performed for the San Antonio Water System or any other Federal, State or Local Government, or Private Entity?

Yes No

c. Have you or any member of your Firm or Team to be assigned to this project been involved in any claim or litigation with the San Antonio Water System or any other Federal, State or Local Government, or Private Entity during the last ten (10) years?

Yes No

If you have answered "Yes" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

12. Compliance Agreement:

Nondisclosure. No information obtained by Respondent from SAWS shall be disclosed by Respondent to any third party. In the event Respondent is subject to the Texas Public Information Act, upon receipt of a request for any information obtained by Respondent, Respondent shall provide notice to SAWS of the request along with a copy of the request, and give SAWS the opportunity to respond to the request prior to its release by Respondent.

No Lobbying and Compliance with Law. During the selection process for the project named in this RFQ, Respondent agrees to comply with all applicable laws and regulations, including but not limited to restrictions against direct or indirect lobbying of public officials. Respondent agrees not to make or permit to be made any improper payments, or to perform any unlawful acts.

This agreement shall be construed to be enforceable to the maximum extent permitted by law.

Failure to complete this question or comply with its terms may subject this firm to elimination from the selection process at any time.

Does the Respondent agree to the above?

Yes No

13. Security Procedures: Respondent acknowledges having read the security procedures in Exhibit "D" and understands the requirements. Respondent is prepared to perform at their own expense background security checks on their employees, or the employees of their consultants or Subconsultants if requested by SAWS.

Yes No

14. No Boycotting Israel Verification: Respondent acknowledges having read the No Boycotting Israel Verification Exhibit "X" and understands the requirements. Respondent can and will make this verification if awarded a contract.

Yes No

15. No Boycotting and No Discrimination Verifications: Respondent acknowledges having read the No Boycotting and No Discrimination Verifications Exhibit "X" and understands the requirements. Respondent can and will make this verification if awarded a contract.

Yes No

16. Contract Terms and Conditions: Respondent acknowledges having read the contract attached to this RFQ. By responding to this RFQ, Respondent agrees to these terms and conditions.

No Exceptions Exceptions If "Exceptions", they must be submitted with the proposal. Respondents shall submit exceptions with proposed alternative language to SAWS as an attachment accompanying this questionnaire.

Exceptions will not be accepted after the proposal due date and time. At the sole discretion of SAWS, the type and nature of exceptions may be grounds for disqualification.

17. **Addendums:** Each Respondent is required to acknowledge receipt of all addendums.

None Yes If "Yes", Identify.

The information provided above is true and accurate to the best of my knowledge. Furthermore, we understand that failure to complete the Respondent Questionnaire may subject this firm to elimination from the selection process.

Signature

Date

Printed Name

EXHIBIT X or XI
NO BOYCOTTING AND NO DISCRIMINATION VERIFICATIONS

Consultant agrees that, unless it is a sole proprietorship or a company with fewer than 10 full-time employees or the value of this Contract is less than \$100,000, it:

- a) does not boycott energy companies and will not do so during the term of this Contract; and
- b) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and will not discriminate during the term of the Contract against a firearm entity or firearm trade association;

This provision is in compliance with Chapter 2274 of the Texas Government Code. SAWS agrees to comply with the United States and Texas Constitutions in consideration of whether to enforce this provision.