



2021 SSORP ENGINEERING DESIGN SERVICES PACKAGE 1  
Solicitation No. PS-00117

ADDENDUM NO. 3  
September 15, 2021

To Respondent of Record:

**RESPONSES TO QUESTIONS**

**1. Regarding the project approach section, ...should specific projects be specified?**

*Response: For the project approach no specific project should be referenced in the submittal. The approach should apply to any of the 8 packages (specified or unspecified).*

**2. Will packages be awarded to multiple firms per package or just one per package?**

*Response: One firm will be awarded per package, with a total of 8 firms selected for the RFQ.*

**3. In the approach section, are we permitted to use one 11x17 page for an exhibit or schedule? If so, are there any restrictions as to what we can include on this 11x17 page.**

*Response: See #1 and #2 Changes to the RFQ.*

**4. Can you please clarify how many pages are permitted for a single resume?**

*Response: The maximum is eight (8) resumes and each resume is limited to one page.*

**5. A SWMBE Firm that is a Prime on a City of San Antonio Bond Project with SAWS Experience, does that qualify as a SAWS Prime contract?**

*Response: A contract with the City of San Antonio does not count as a contract with SAWS. That firm is eligible for the "non-prime" 5 points if the firm meets all other requirements for being recognized by SAWS as an SMWB.*

**6. If a project is completed any month in 2016, does it meet 5-year requirement?**

*Response: Projects completed in 2016 will meet the 5-year requirement.*

- 7. Is the independent cost estimate required to be from a different firm or from a person not involved with the design of the project?**

*Response: The role of independent cost estimator can be from either the firm or a sub-consultant. It is up to the discretion of the firm, as long as the independent reviews is not involved in the design of the project.*

- 8. Do we specify our project approach to a specific project/package? Or should our project approach encompass all projects/packages?**

*Response: Please refer to the response to Question 1 in this addendum.*

- 9. Can firms specify which packages they would like to be considered for or will SAWS determine best fit based on submittals?**

*Response: The Respondent should submit as if they could get any of the packages on the RFQ.*

- 10. Is the 5-year requirement from time of last awarded contract, design completion or construction completion?**

*Response: Please refer to Question #1 on Addendum 1.*

- 11. The RFQ briefly discusses including an odor control strategy. Are there existing odor control systems in the packages?**

*Response: The CMOM and unspecified packages do not list odor control issues. Per the RFQ scope of services 30% design phase, the consultant shall provide a Technical Memo to inform SAWS of any relevant information to be utilized as part of the design of the proposed sewer infrastructure.*

- 12. Follow up question: the RFP says 8-page limit for resumes, no specification as to number of resumes or length, just contents (RFP pg. 9). Answer given in this meeting is the number of resumes is limited.**

*Response: The page limit is one resume per required key personnel. The required resumes are based on the key personnel identified in the Evaluation Criteria within the RFQ.*

- 13. Can you please confirm we are only permitted to provide the following resumes? 1 Resume for Project Manager, 1 Resume for Cost Estimator, 1 Resume for Quality Assurance and Quality Control Leader, 2 Resumes for Reviewers, and 3 Resumes for Design Team Leaders.**

*Response: Please refer to Section II C., Evaluation Criteria Summary, Section Team Experience and Qualifications, Section 2:*

- 1 Resume for Project Manager,
- 1 Resume for Cost Estimator,

- 1 Resume for Quality Assurance and Quality Control Leader,
- No more than 2 Resumes for Reviewers, and
- No more than 3 Resumes for Design Team Leaders

14. “If we include a cover letter, will that be considered as part of the page limitation, or will it be exempt from the 17-maximum page limitation?”

*Response: Yes, please refer to page 14, Section IV, B. 3. of the RFQ.*

15. I also would like to request if you can ask SAWS Staff to check if Stantec can submit the SOQ since we did the West Basin Planning. There are projects listed that in the Western Sewershed. I did not see any information in the SOQ about participation in the basin planning, but I don’t want to submit spend time and effort and find out that we are not eligible.

*Response: The RFQ does not restrict firms who performed services as Basin Planning Consultants for SSORP contracts from submitting.*

**CHANGES TO THE RFQ**

1. **Page 14, Section IV, B. 5. is revised to read as follows:**

*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 schedule, where warranted)*

2. **Page 10 of 116, Section C., Evaluation Criteria Summary, Project Approach section ONLY is to be removed and replaced as follows:**

<b>Project Approach</b>	<b>30 pts</b>	1) Describe the team’s approach to complete the project, to include managing risk between design related issues, coordination with other governmental/non-governmental agencies and constructability as well as maintaining the schedule and overall project budget.	<b>Narrative. Six (6) page limit, which may include One (1) 11” x 17” page (Schedule)</b>	✓ Responses to this criteria should clearly demonstrate Respondent’s familiarity with the Scope of Services identified within this
		2) Identify Respondent’s team’s suggested alternative innovative approaches to accomplishing the scope of services identified within this RFQ that would result in a more successful and timely completion of the Project.		

		3) Describe Respondent’s team’s approach to preparing deliverables to meet deadlines associated with fast track schedules without compromise to quality. Include schedule risks and mitigation measures, schedule recovery approach and other issues relative to schedule maintenance on similar projects.		RFQ.
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3. **Page(s) 37-40, RESPONDENT QUESTIONNAIRE:** The Respondent Questionnaire is hereby removed 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. Revision to No Boycotting Israel to include additional No Boycotting and No Discrimination Verifications
  - b. Insertion of Texas Government Code 2274 Verifications

4. **Page 84, Sample Contract, XXVIII Attachments,** remove and replace with the following:

**Unspecified Only**

- 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. Work Order Request or Production Schedule
- Exhibit V. 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

**CMOM Only**

- 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

5. **Insert Page 115, EXHIBIT “X or XI” – NO BOYCOTTING AND NO DISCRIMINATION VERIFICATIONS**, which is attached to this Addendum.

**END OF ADDENDUM 3**

This Addendum is ten (10) pages with attachments in its entirety.

Attachments:

- Respondent Questionnaire
- Exhibit X or XI of the Professional Services Agreement



# RESPONDENT QUESTIONNAIRE

Rev. 9/15/21

## PROJECT NAME: 2021 Sanitary Sewer Overflow and Reduction Program (SSORP) Engineering Design Services Package 1t RFQ

**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.

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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.

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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.

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

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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 and No Discrimination Verifications:** Respondent acknowledges having read the No Boycotting Israel and No Discrimination Verifications Exhibit "X/XI" of the Sample Professional Services Agreement (inserted via Addendum 3) and understands the requirements. Respondent can and will make this verification if awarded a contract.

Yes  No

## 15. Texas Government Code Chapter 2274 verifications:

- a. Are you, Consultant, held or controlled by individuals who are citizens of China, Iran, North Korea, Russia or a country designated by the Governor of the State of Texas pursuant to Texas Government Code Chapter 2274?

Yes  No

- b. Are you, Contractor, held or controlled by a company or other entity, including a governmental entity, that is owned or controlled by citizens of or directly controlled by the government of China, Iran, North Korea, Russia or a country designated by the Governor of the State of Texas pursuant to Texas Government Code Chapter 2274?



Yes  No

- c. Are you, Consultant, headquartered in China, Iran, North Korea, Russia or a country designated by the Governor of the State of Texas pursuant to Texas Government Code Chapter 2274?

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.

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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.

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Signature

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Date

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Printed Name

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**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.