



2022 Water Production Facilities RFQ  
Solicitation Number: PS-00121

ADDENDUM 1  
December 6, 2021

To Respondent of Record:

<b>RESPONSES TO QUESTIONS</b>
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1. **Question:** Similar Projects: RFQ requires 3 projects, can one of the three projects be from the subconsultant?

*Response: No, as stated in the RFQ, all three (3) projects shall have been performed by the Respondent.*

2. **Question:** Project Approach: If we are interested in only one of the projects, do we write project approach for that particular project? Or do we write project approach for all projects?

*Response: Respondents are not required to write a project approach for all projects. Respondents are encouraged to address the Project Approach section based on the selection of their preferred project.*

3. **Question:** Do we submit separate proposal for each project? Or do we just submit one project and identify which projects we are submitting on?

*Response: Respondents must submit only one (1) submittal. Respondents must choose a single project to address the Project Approach section, which will let SAWS know the project they are submitting on.*

4. **Question:** Similar Projects: RFQ requires 3 projects for each proposal (RFQ project charter), can one of the three projects be from the subconsultant?

*Response: See response to Question #1.*

5. **Question:** Project Approach: If we are interested in only one of the projects, do we write project approach for that particular project? Or do we write project approach for each project we are submitting on?

*Response: See response to Question #2.*

6. **Question:** If we submit one proposal for one of the projects, would SAWS consider us for other projects?

*Response: Yes.*

- 7. Question:** The RFQ contains several projects and it seems to indicate that separate proposals are needed for each project. i.e. a firm wanting to participate in three projects would send three individual proposals. Please confirm if this understanding is correct.
- Response: Each Respondent must submit only one (1) submittal regardless of the number of projects listed in the RFQ.*
- 8. Question:** Does the approach need to be tailored to any of the projects listed?
- Response: The approach must be tailored based on the Respondent's preferred choice of project.*
- 9. Question:** Do you want the teams to include corrosion/cathodic protection services?
- Response: The decision to whether or not include corrosion/cathodic protection services will be determined by the Respondent.*
- 10. Question:** What about the Quality Control Project Management requirements.
- Response: Respondents are to tailor the QA/QC section to present their firms' QA/QC procedures to be used in execution of the projects listed in the RFQ.*
- 11. Question:** Can you verify the six resumes you'd like presented - there are additional services listed that would not fit into six page resumes (structural, hydraulics, etc). Typically it is PM, QA/QC, technical leads (2), Lead Estimator/Scheduler and Permitting Lead. Thank you.
- Response: Respondents will include the resumes of the Key Personnel "as applicable" to the scopes of the projects listed in the RFQ and as included in the Project Charters.*
- 12. Question:** Are the six key personnel listed in the RFQ, the six individuals you want resumes for? If so, can the PM have multiple roles?
- Response: Respondents will include the resumes of the Key Personnel "as applicable" to the scopes of the projects listed in the RFQ and as included in the Project Charters. The PM can have multiple roles.*
- 13. Question:** Will SAWS provide its QAQC requirements?
- Response: SAWS will not provide its QA/QC requirements. Respondents are to tailor the QA/QC section to present their firms' QA/QC procedures to be used in execution of the projects listed in the RFQ.*
- 14. Question:** Do the key personnel have to be on the two of the three projects listed?
- Response: Yes, the Key Personnel will have to be in two (2) of the three (3) projects.*
- 15. Question:** Do we have to submit a team for each project?
- Response: No.*
- 16. Question:** Do the key subconsultants we show resumes for need to be on two of the three projects listed as well?
- Response: As stated in the RFQ, Key Personnel shall have participated in at least two (2) of the three (3) projects. If a subconsultant is being considered as Key Personnel, then a resume should be provided as part of the submittal.*

**17. Question:** Do you have to submit a team for each project?

*Response: See response to Question #15.*

**18. Question:** All key personnel do not have to be on two of the three projects?

*Response: Yes, the Key Personnel will have to be on two (2) of the three (3) projects.*

**19. Question:** Does the PM have to be in 2 in the projects?

*Response: Yes, the proposed PM shall have participated in at least two (2) of the three (3) projects.*

**CHANGES TO RFQ**

1. Remove the Attachment II – Evaluation Criteria Details and Requirements and replace it with the attachment provided in this addendum.

**END OF ADDENDUM 1**

This Addendum is seven (7) pages in its entirety, with one (1) attachment.

Attachment: Attachment II - Evaluation Criteria Details and Requirements (4 pages)

December 6, 2021



A handwritten signature in black ink, appearing to read "Ilknur E. Drzymala".

## Attachment II Evaluation Criteria Details and Requirements

Respondents not providing a response to each of the criteria listed in Attachment II and the Forms in Attachment III may be considered non-responsive and ineligible for consideration.

Evaluation Criteria	Points	Description	Response Format and Page Limits	Submission Reminders
Team Experience and Qualifications	30 pts	1) Provide an organizational chart identifying: <ul style="list-style-type: none"> <li>▪ All proposed Key Personnel (including Respondent’s personnel), as well as Key Subconsultants who will work on the Project.</li> <li>▪ <b>Key Personnel include the Project Manager and QA/QC Lead, and, others as necessary based on the project scope, such as Civil Design Lead, Mechanic, Design Lead, Electrical Design Lead, Structural/Architect Lead, etc.</b></li> <li>▪ The proposed PM must be an employee of the Respondent (prime consultant).</li> <li>▪ Key Subconsultant is defined as a consultant that will have a significant role in the Project.</li> </ul>	One (1) page limit	<ul style="list-style-type: none"> <li>✓ Ensure Subconsultants identified match those listed on the Good Faith Effort Plan.</li> <li>✓ Ensure Key Personnel identified are included in the organizational chart.</li> </ul>
		2) Provide a 1-page (maximum) resume for each proposed Key Personnel. <u>The Project Manager’s resume should be included first.</u> Resumes should include the following information: <ul style="list-style-type: none"> <li>▪ Name, title, education.</li> <li>▪ Description of professional qualifications (to include licenses, certifications, and associations).</li> <li>▪ Number of years with current firm and total number of years of professional experience.</li> <li>▪ Brief overview of professional experience and expertise.</li> <li>▪ Identify three (3) similar projects completed in the past ten (10) years, and provide a detailed description of capabilities and project experience and role in project relevant to the Scope of Services requested within this RFQ. Clearly identify whether the projects listed are with the current firm or part of the individual’s professional experience.</li> </ul>		Six (6) page limit

		<ul style="list-style-type: none"> <li>▪ Provide a list of all active projects each of the Key Personnel is currently assigned to for the duration of the Project, to include the phase and percentage of time allocated to each of the projects listed.</li> </ul>		
		3) Describe the composition of the team (Prime, Key Subconsultants, and other Subconsultants), role and responsibility of proposed team members. If proposed staff is not part of the proposed Key Personnel, please identify lead person from each firm and briefly describe their role.	One (1) page limit	✓ Clearly define roles and responsibilities for all proposed firms.
		4) Illustrate in a table matrix the availability, percent of time committed to the Project for the duration of the Project, of Respondent's Key Personnel, as well as Key Personnel from Key Subconsultants. Include geographic location for each resource identified in the table.	Fillable Forms	✓ Fill in the table provided within the Evaluation Criteria forms.
Similar Projects and Past Performance	30 pts	<p>1) For each Project being submitted, provide a list of <b>three (3) completed</b> projects in the last ten (10) years in which Respondent has performed services similar to those sought in this RFQ. All three (3) projects shall have been performed by the Respondent. The proposed PM shall be an employee of the Respondent. The proposed PM shall have participated in at least two (2) of the three (3) projects. Key Personnel shall have participated in at least two (2) of the three (3) projects.</p> <p>2) This list, at a minimum, shall include:</p> <ul style="list-style-type: none"> <li>▪ Names of clients and location (city/state)</li> <li>▪ Reference contact to include names, titles, emails and current phone numbers</li> <li>▪ Corresponding year and duration of the projects (contract NTP and completion date)</li> <li>▪ Detailed description of the projects (include specific aspects that Respondents wants considered in the evaluation)</li> <li>▪ Provide an explanation for why each project is similar to the Project included in this RFQ.</li> <li>▪ Respondent's role and Key Personnel's responsibilities in these projects including the Subconsultants</li> </ul>	Fillable Forms	<ul style="list-style-type: none"> <li>✓ Fill in tables provided within the Evaluation Criteria forms. No additional narrative is required.</li> <li>✓ Similar projects are considered projects of similar scope, complexity, and contract value.</li> <li>✓ Key Personnel should have participated in the same role as proposed for this project.</li> <li>✓ Ensure contact information for references is <u>correct and has been verified</u>.</li> </ul>

		3) Provide cost information for the three (3) completed projects submitted as part of bullet (1) above, as it relates to the accuracy of the OPCC, comparing the Engineer's 100% design estimate to approved construction contract awards.	Fillable Forms	✓ Use table provided within the Evaluation Criteria forms. No additional narrative is required.
Project Understanding and Approach	25 pts	1) Provide a detailed approach explaining how your firm would technically execute and complete the services sought in this RFQ on time and within budget. Provide innovative approaches, ideas and recommendations in the approach.	Four (4) page limit; one (1) 11" x 17" Exhibit allowed (not counted towards page limit)	✓ Responses to these criteria should clearly demonstrate Respondent's familiarity with the Scope of Services identified within this RFQ.
		2) Provide responses to the following: <ul style="list-style-type: none"> <li>▪ Familiarity with SAWS facilities and infrastructure.</li> <li>▪ Familiarity with the Project areas.</li> <li>▪ Describe Respondent's approach to becoming familiar with local and regional market conditions influencing the design and construction decisions that will affect the cost.</li> <li>▪ Understanding of Project related issues and difficulties (design and construction), and solutions proposed.</li> <li>▪ Understanding of coordination requirements with the involved entities/ agencies, responsiveness and follow through.</li> <li>▪ Team approach to preparing deliverables to meet deadlines associated with fast-track SAWS requests without compromising the quality of deliverables and Project schedule. Discuss Respondent's schedule recovery approach relative to schedule maintenance.</li> <li>▪ Identify design concepts in need of additional definition or refinement and describe your proposed approach for addressing those items during the initial phase of the project.</li> <li>▪ Identify risk items from design documents provided by SAWS and describe your proposed approach for mitigating potential impacts from those items</li> <li>▪ Describe your approach for coordinating with regulatory and permitting agencies to ensure buy-in and approval.</li> </ul>	Two (2) page limit	

		<p>3) Project specific and unique quality control/quality assurance (QA/QC) and risk management strategies that Respondent engages in similar projects.</p> <ul style="list-style-type: none"> <li>▪ Plan for how the issues will be identified, tracked, and resolved.</li> <li>▪ Describe how the independent QA/QC team will review project deliverables to ensure the Project is of high quality and biddable, permittable, constructible, operable, maintainable and cost-effective.</li> <li>▪ Respondent's role compared to SAWS role.</li> <li>▪ Describe how the accuracy and completeness of the OPCCs are derived for each design phase, and the Respondent's familiarity with AACE's Recommended Practices 17R-97 and 56R-08.</li> <li>▪ Describe familiarity with the use of RS Means for developing independent cost estimates for construction change orders.</li> </ul>	Two (2) page limit	
Small, Minority, Woman, and Veteran-owned (SMWVB) Business Participation	15 pts	Complete Exhibit B indicating Respondent's commitment to SAWS' SMWVB policy, which will be based on meeting or exceeding the minimum SMWVB goal of 40%. All Subconsultants should be included on this form, regardless of their SMWVB status.	Exhibit B	✓ Ensure sub-consultants listed on the organizational chart are included on the GFEP.

**100 pts**