



2022 Water Main Improvements RFQ
Solicitation Number: PS-00122

ADDENDUM 1
December 8, 2021

To Respondent of Record:

RESPONSES TO QUESTIONS

1. **Question:** On pages 2 and 3 of the RFQ (Section B.1.), the following is included as part of the Scope of Services:

- Determine Supervisory Control and Data Acquisition (SCADA) instrumentation requirements.
- Determine security instrumentation requirements. Coordinate with SAWS for security requirements, including cameras.
- Prepare electrical layout drawings indicating electrical panel location.

Our question is, as it relates to the projects included within the RFQ, are these services needed/required for any of the projects?

Response: Electrical and SCADA services are not required for any of the project under this solicitation. See item no. 3 in the Changes to RFQ section.

2. **Question:** Based on the instructions included on the Project Submittal Identification Form, does SAWS prefer that we submit one proposal for each project we are interested in pursuing? If not, should we focus our approach on one project or are we allowed a four-page approach section for each project we're interested in providing services for?

Response: Each Respondent is to submit only one (1) submittal. 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:** In Attachment II – Evaluation Criteria Details and Requirements, are the Key Personnel listed in the Team Experience and Qualifications section correct for the water main projects?

Response: Key Personnel section of the Attachment II is revised as in the attachment provided in this addendum.

4. **Question:** In Attachment II – Evaluation Criteria Details and Requirements, the Similar Projects and Past Performance Section starts with 1) For each Project being submitted, provide a list of three (3) completed projects . . . What do you mean by “For each project being submitted?”

Response: Respondent may pick their preferred project and submit three (3) completed projects relevant to the scope of that project.

5. **Question:** Is MEP needed for these projects?

Response: No. See item no. 3 in the Changes to RFQ section.

6. **Question:** What about project approach, can we pick one project and write the approach?

Response: Yes.

7. **Question:** Do we need a full-time inspector for construction management?

Response: No.

8. **Question:** What kind of pipe material does SAWS anticipate using for IH-10 pressure zone 1400 36-inch project?

Response: Pipe material will be determined during the 30% Design phase of the projects.

9. **Question:** Can you confirm if the resume limit is 6 pages? (& if so, we can utilize half-pages if that is the limit?)

Response: Yes, resume limit is 6 pages. Attachment II, Team Experience and Qualifications, bullet 2 states maximum 1-page resume.

10. **Question:** Do resumes count towards the 22-page limit?

Response: Yes.

11. **Question:** Can you confirm if we need to include project descriptions for subconsultants as well?

Response: The question is not clear as to what is meant by project descriptions. However, subconsultant resume should list firm's experience and projects similar to the projects listed in the RFQ and provide details.

12. **Question:** Is a form 1295 required for our submittal?

Response: Form 1295 is not required for the submittal.

13. **Question:** Do subconsultants need to fill out any of the required forms?

Response: Question is not clear as to which required forms. The fillable forms will be filled out by the Respondents. The other forms in the RFQ should be filled out by subconsultants if the direction is given to do so in the RFQ.

14. **Question:** On page 23 of 104 of the RFQ (Attachment II – Evaluation Criteria Details and Requirements – Section Similar Projects and Past Experience), the following is stated:

For each Project being submitted, provide a list of **three (3) completed** 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.

Question: Does **completed** mean completed design or completed design and construction?

Response: Completed means completed construction projects.

CHANGES TO RFQ

1. Remove the Attachment I - Project Charters and Maps: 2022 Dead End Water Main Elimination Project Charter and replace it with the attachment provided in this addendum.

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

END OF ADDENDUM

This Addendum is eight (8) pages in its entirety, with two (2) attachments.

Attachments: Attachment I - Project Charters and Maps: 2022 Dead End Water Main Elimination (1 page)
Attachment II - Evaluation Criteria Details and Requirements (4 pages)

December 8, 2021



**Attachment I
Project Charters and Maps**

2022 Dead End Water Main Elimination

Date: November 2021

Project Necessity

TCEQ highly encourages Dead End Mains (DEMs) to be eliminated where practical. Implementation of the DEM elimination project will reduce the overall number of DEMs required to be flushed. Failure to implement eliminating DEMs where practical, may result in water quality issues that cannot be solved with auto flushers. Eliminating the DEMs where practical will reduce staff time in flushing these sites. Some of the sites identified for elimination have a higher frequency flushing requirement.

Project Scope

The 2020 Dead End Water Elimination Project (this project) will consist of the design of new water mains throughout the SAWS service area to eliminate DEMs by looping the water distribution system. Installation of new water mains may be performed by open-cut or trenchless technologies. Individual locations will be shared with the selected design Consultant.

Schedule

Event	Date
Start Design	March 2022
Advertise for Bid	March 2023
NTP Construction	July 2023
Project Complete	July 2024

Cost Forecast

Project Cost Center	Cost Forecast
Land Acquisition	TBD
Construction	\$2,500,000

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"> ▪ All proposed Key Personnel (including Respondent's personnel), as well as Key Subconsultants who will work on the Project. ▪ Key Personnel include the Project Manager and QA/QC Lead, and, others as necessary based on the project scope, such as Civil Design Lead, etc. ▪ The proposed PM must be an employee of the Respondent (prime consultant). ▪ Key Subconsultant is defined as a consultant that will have a significant role in the Project. 	One (1) page limit	<ul style="list-style-type: none"> ✓ Ensure Subconsultants identified match those listed on the Good Faith Effort Plan. ✓ Ensure Key Personnel identified are included in the organizational chart.
		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"> ▪ Name, title, education. ▪ Description of professional qualifications (to include licenses, certifications, and associations). ▪ Number of years with current firm and total number of years of professional experience. ▪ Brief overview of professional experience and expertise. ▪ 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. ▪ Provide a list of all active projects each of the Key Personnel is currently assigned to for the duration of the Project, 		Six (6) page limit

		to include the phase and percentage of time allocated to each of the projects listed.		
		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	1) For each Project being submitted, provide a list of three (3) completed 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. 2) This list, at a minimum, shall include: <ul style="list-style-type: none"> ▪ Names of clients and location (city/state) ▪ Reference contact to include names, titles, emails and current phone numbers ▪ Corresponding year and duration of the projects (contract NTP and completion date) ▪ Detailed description of the projects (include specific aspects that Respondents wants considered in the evaluation) ▪ Provide an explanation for why each project is similar to the Project included in this RFQ. ▪ Respondent's role and Key Personnel's responsibilities in these projects including the Subconsultants 	Fillable Forms	<ul style="list-style-type: none"> ✓ Fill in tables provided within the Evaluation Criteria forms. No additional narrative is required. ✓ Similar projects are considered projects of similar scope, complexity, and contract value. ✓ Key Personnel should have participated in the same role as proposed for this project. ✓ Ensure contact information for references is <u>correct and has been verified</u>.
		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%	Fillable Forms	✓ Use table provided within the Evaluation Criteria forms. No additional narrative is required.

		design estimate to approved construction contract awards.		
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"> ▪ Familiarity with SAWS facilities and infrastructure. ▪ Familiarity with the Project areas. ▪ Describe Respondent's approach to becoming familiar with local and regional market conditions influencing the design and construction decisions that will affect the cost. ▪ Understanding of Project related issues and difficulties (design and construction), and solutions proposed. ▪ Understanding of coordination requirements with the involved entities/ agencies, responsiveness and follow through. ▪ 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. ▪ 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. ▪ Identify risk items from design documents provided by SAWS and describe your proposed approach for mitigating potential impacts from those items ▪ Describe your approach for coordinating with regulatory and permitting agencies to ensure buy-in and approval. 	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"> ▪ Plan for how the issues will be identified, tracked, and resolved. ▪ 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. ▪ Respondent's role compared to SAWS role. ▪ 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. ▪ Describe familiarity with the use of RS Means for developing independent cost estimates for construction change orders. 	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