



Steven M. Clouse WRC Primary and Secondary Treatment Expansion - RFQ  
Solicitation Number: PS-00137

**ADDENDUM 2**  
**August 8, 2022**

To Respondent of Record:

**RESPONSES TO QUESTIONS**

- 1. Question:** With respect to the subject solicitation, can you clarify the intent of the selection criteria, specifically as it relates to Key Personnel and Similar Projects? Under “Team Experience and Qualifications”, it requests “Key Personnel from Respondent and Key Subconsultants”. Under “Similar Projects and Past Performance”, it requests three projects from the Respondent but states that all Key Personnel will have participated in at least one of the projects. Since Key Subconsultants are not likely to have participated on the Respondent projects, should one of the three projects be from our Key Subconsultant? Also, is SAWS considering extending the submittal deadline due to the Labor Day holiday?

***Response:** Respondent is asked to identify Key Personnel proposed for the project. Key Personnel may include personnel from both Respondent and Key Subconsultants. Respondent is required to provide three (3) similar and relevant project references completed in the last 15 years. A maximum of one (1) of three (3) project references can be provided by a Key Subconsultant. Personnel from a Key Subconsultant, identified as “Key Personnel” by the Respondent, should have participated in the one (1) project reference provided by the Key Subconsultant. The submittal deadline will be extended to September 12, 2022, 11:00 am.*

**CHANGES TO THE RFQ**

1. Submittal Deadline Extended. On page 10 of the RFQ, section D. Estimated Timeline. Revise Proposals Due date from September 7, 2022 to September 12, 2022 by 11:00 a.m.
2. Remove page 28 Evaluation Criteria Details and Requirements Table in its entirety and replace with the attachment provided in this addendum.
3. Remove Page 34, Attachment III, Similar Projects and Past Performance, and replace with the attachment provided in this addendum.

**END OF ADDENDUM 2**

This Addendum is eight (8) pages in its entirety.

## Attachment II Evaluation Criteria Details and Requirements

*Respondents not providing a response to each of the criteria listed in Attachment II 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	1) Provide an organizational chart: <ul style="list-style-type: none"> <li>▪ Identify all proposed personnel including Respondent's personnel and Subconsultants who will work on the Project.</li> <li>▪ Identify Key Personnel from Respondent and Key Subconsultants. Examples of Key Personnel include, but are not limited to, Project Manager (PM), QA/QC Lead, Technical Leads (treatment processes, biological/hydraulic modeling, site/civil design, mechanical design, structural design, electrical design, I&amp;C design, etc.), Permitting Lead, Constructability Lead, and Lead Estimator.</li> </ul>	One (1) page limit	<ul style="list-style-type: none"> <li>✓ Ensure Key Personnel identified in bullet (2) below are included in the organizational chart.</li> <li>✓ The proposed Project Manager 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> <li>✓ Ensure all Subconsultants identified match those listed on the Good Faith Effort Plan.</li> </ul>
		2) Provide a 1-page (maximum) resume for up to six (6) Key Personnel. <u>The Project Manager's resume should be included first.</u> Each resume 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 fifteen (15) years and provide a 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> <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>	Six (6) page limit	<ul style="list-style-type: none"> <li>✓ Key Personnel resumes should <u>not</u> include an exhaustive list of projects but should focus on projects that are <u>relevant to the scope of services</u> within this RFQ.</li> </ul>
		3) Describe the composition of the team (Prime, Key Subconsultants, and other Subconsultants), role and responsibility	Two (2) page limit	<ul style="list-style-type: none"> <li>✓ Ensure Respondent has worked with the proposed Subconsultants on past</li> </ul>

		<p>of proposed team members and teaming history. If proposed staff is not part of the proposed Key Personnel, please identify lead person from each firm and briefly describe their role.</p>		<p>projects. ✓ Clearly define roles and responsibilities for all proposed firms. ✓ In addition, fill in the table provided within the Evaluation Criteria forms.</p>
		<p>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.</p>	Fillable Forms	<p>✓ Fill in the table provided within the Evaluation Criteria forms. No additional narrative is required.</p>
Similar Projects and Past Performance	30	<p>1) Provide a list of three (3) <u>completed</u> projects in the last fifteen (15) years in which Respondent has performed services similar to those sought in this RFQ. All projects shall have been performed by the Respondent. Technical Leads shall have participated in at least one (1) of the three (3) projects submitted. Other Key Personnel shall have participated in at least one (1) of the three (3) projects. A maximum of one (1) of the three (3) project references can be provided by a Key Subconsultant. Personnel from a Key Subconsultant, identified as "Key Personnel" by the Respondent, shall have participated in the one (1) project reference provided by the Key Subconsultant.</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 Sub-consultants</li> </ul>	Fillable Forms	<p>✓ Fill in the tables provided within the Evaluation Criteria forms. No additional narrative is required. ✓ Relevant projects are considered projects of similar scope, complexity, and contract value, that have been constructed. ✓ The proposed PM shall be an employee of the Respondent ✓ 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>.</p>
		<p>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.</p>	Fillable Forms	<p>✓ Fill in the tables provided within the Evaluation Criteria forms. No additional narrative is required.</p>

Project Understanding and Approach	25	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.	Six (6) page limit (one (1) 11" x 17" Exhibit allowed)	<ul style="list-style-type: none"> <li>✓ Responses should clearly demonstrate Respondent's familiarity with the Scope of Services identified within this RFQ.</li> <li>✓ Exhibit does not count towards page limit</li> </ul>
		2) Provide responses to the following: <ul style="list-style-type: none"> <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>▪ Understanding of the Project's permitting requirements and proposed path to secure all permits needed to complete the project in a timely manner.</li> <li>▪ Discuss Respondent's schedule recovery approach relative to schedule maintenance.</li> <li>▪ Describe your approach for coordinating with regulatory and permitting agencies to ensure buy-in and approval.</li> </ul>	Two (2) page limit	
		3) Project specific and unique quality control/quality assurance (QA/QC) and risk management strategies that Respondent engages in similar projects. <ul style="list-style-type: none"> <li>• Plan for how issues that may arise will be identified, tracked, and resolved.</li> <li>• Describe how the independent QA/QC team will review project deliverables to ensure deliverables are of high quality and the Project is biddable, permittable, constructible, operable, maintainable and cost-effective.</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 how estimates will be prepared to ensure they reflect the procurement methods, current market trends and bidding environment (price volatility, labor shortages, supply chain issues,</li> </ul>	Three (3) page limit	

		<p>contractor and subcontractor availabilities, etc.).</p> <ul style="list-style-type: none"> <li>• Describe the methods for validating prices for equipment, materials, and specialized labor for projects.</li> <li>• Describe the methods for validating lead time for critical equipment and materials.</li> <li>• Describe the methods for validating construction duration for proposed improvements.</li> </ul>		
Small, Minority, Woman, and Veteran-owned (SMWVB) Business Participation	15	Complete Exhibit B indicating Respondent's commitment to SAWS' SMWVB policy, which will be based on meeting or exceeding the minimum SMWVB goal of 25%. 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 points**

**Attachment III**  
**Evaluation Criteria Forms**  
*(continued)*

**Similar Projects and Past Performance**

*When filling out the forms below, use only the space provided in this form, unless otherwise indicated. If all fields are not completed, the Respondent is at risk for being rejected due to non-responsiveness. It is not acceptable to indicate "see attached" on this form.*

Provide detailed information for the three (3) completed projects similar to the project in this RFQ that have been constructed within the last fifteen (15) years in which Respondent (or Key Subconsultant, if applicable) has performed services similar to those sought in this RFQ. A maximum of one (1) of the three (3) project references can be provided by a Key Subconsultant.

<b>Project #1 Name:</b>	
Utility Owner (Name, City, and State):	
Utility Representative Name, Title, and <b>Current</b> Contact Information (Phone and Email):	John Doe Engineering Manager (XXX) XXX-XXXX John.Doe@XXXXX.org
Design Contract NTP:	
Design Duration in Months (from Contract Award to Award of Construction Contract):	
Construction Contract NTP	
Construction Duration in Months (from NTP to Final Completion):	
Construction Contract Value:	
Detailed Project Description:	
Provide an explanation for how this project is similar to the Project within this RFQ	
Key Personnel (to include Personnel Titles and Specific Project Tasks).	
Total Number of Change Orders and Number of Owner-requested Change Orders:	

**Attachment III**  
**Evaluation Criteria Forms**  
*(continued)*

**Similar Projects and Past Performance**

<b>Project #2 Name:</b>	
Utility Owner (Name, City, and State):	
Utility Representative Name, Title, and <b>Current</b> Contact Information (Phone and Email):	John Doe Engineering Manager (XXX) XXX-XXXX John.Doe@XXXXXX.org
Design Contract NTP:	
Design Duration in Months (from Contract Award to Award of Construction Contract):	
Construction Contract NTP	
Construction Duration in Months (from NTP to Final Completion):	
Construction Contract Value:	
Detailed Project Description:	
Provide an explanation for how this project is similar to the Project within this RFQ	
Key Personnel (to include Personnel Titles and Specific Project Tasks).	
Total Number of Change Orders and Number of Owner-requested Change Orders:	

**Attachment III**  
**Evaluation Criteria Forms**  
*(continued)*

**Similar Projects and Past Performance**

<b>Project #3 Name:</b>	
Utility Owner (Name, City, and State):	
Utility Representative Name, Title, and <b>Current</b> Contact Information (Phone and Email):	John Doe Engineering Manager (XXX) XXX-XXXX John.Doe@XXXXXX.org
Design Contract NTP:	
Design Duration in Months (from Contract Award to Award of Construction Contract):	
Construction Contract NTP	
Construction Duration in Months (from NTP to Final Completion):	
Construction Contract Value:	
Detailed Project Description:	
Provide an explanation for how this project is similar to the Project within this RFQ	
Key Personnel (to include Personnel Titles and Specific Project Tasks).	
Total Number of Change Orders and Number of Owner-requested Change Orders:	