



**2024 WATER MAIN REPLACEMENT PROJECT (RFQ)
Solicitation Number: PS-00170**

**ADDENDUM 1
April 3, 2024**

To Respondent of Record:

RESPONSE TO QUESTIONS

Question 1: There were some specific roles identified in the RFQ as key personnel. Can we make changes to those roles, as long as we identify them as key personnel, or do we need to stick with those role titles as specified?

Response: For consistency, keep the role titles identified for key personnel, but more roles can be added to supplement the projects' needs.

Question 2: How many firms do you anticipate will be selected for this contract?

Response: We anticipate one firm per project, but multiple projects may be awarded to a firm at SAWS sole discretion.

Question 3: Can we add graphic elements to the fillable forms (aesthetic only), as long as they contain the required information, or do we need to leave them in the exact format as received?

Response: No, please leave in exact form in order to maintain consistency among all SOQs.

Question 4: Do you anticipate one project per award, or will some firms get more than one project?

Response: Please see response to Question 2.

Question 5: In the Project Objective, it is stated that scopes of services anticipated include mechanical, structural, and electrical engineering, and instrumentation and controls. Can SAWS please elaborate on what they anticipate using those services for on these water main replacement projects?

Response: Please see "Changes to the RFQ" section below for updated language. Services such as mechanical, structural, electrical and instrumentation are only needed for facility work, not necessarily pipeline projects as included in this RFQ.

Question 6: Is there any data on the condition of the existing casing that cross the highways and UPRR? Will these casings be re-used to mitigate permitting issues with ROW owners?

Response: The preliminary engineering report would need to address this possibility given available as-built information and the cost/benefit of verification with field research and feasibility of approval with

ROW owners.

Question 7: It was mentioned sample project must be current or completed. Does "current" mean under construction or substantially completed?

Response: *Sample similar projects provided in resumes and in the Similar Projects and Past Performance section need to be completed. "Complete" means in service and Final Field Acceptance checklist issued.*

Question 8: Does the table of contents count toward the page limit?

Response: *No, the table of contents does not count toward the page limit, please see page 14 of the RFQ, Section IV Submitting a Response, para B Submission, sub-para 3 for additional guidance.*

Question 9: Should the Cover Letter be included before or after the Project Submittal Identification Form?

Response: *The position of the cover letter is to be determined by the respondent*

Question 10: In the RFQ, it states that the resumes can be ½ page. Does that mean we could potentially include a max of 12 resumes for key personnel?

Response: *For consistency/comparability, keep to six (6) total resumes*

Question 11: Does SAWS want the resume section to be consistent with the format of the resumes that are included? Should all the resumes be 1 page or if we chose to include ½ page, should they all be ½ page? Will SAWS accept a mix of resume formats?

Response: *A mix of one page and ½ page are acceptable, please keep resume formats uniform for consistency/comparability.*

Question 12: For the team composition, can SAWS confirm that they are wanting a narrative of our team composition? Would the Subconsultant table go before or after this narrative?

Response: *A description of the composition of the team is required as well as a brief description of the role of each lead person from each firm. The subconsultant table can be included with the evaluation forms.*

Question 13: In the OPCC Table, can SAWS indicate how many additional projects that we can show on the OPCC table for accuracy?

Response: *Respondents should limit the total number of projects in this table to five (5)*

Question 14: In the Project Objective, it is stated that scopes of services anticipated include mechanical, structural, and electrical engineering, and instrumentation and controls. Can SAWS please elaborate on what they anticipate using the above services for on these water main replacement projects?

Response: *Please see "Changes to the RFQ" section below for updated language. Services such as mechanical, structural, electrical and instrumentation are only needed for facility work, not necessarily pipeline projects as included in this RFQ.*

Question 15: With the Change to the SBOP requirements, can prime consultants that are SCTRCA and HUB certified still satisfy the mandatory goal requirements themselves by self-performing if the subconsultants we use are not SCTRCA and/or HUB certified?

Response: Yes, the prime consultants that are SCTRCA and HUB certified still satisfy the mandatory goal requirements by self-performing if the subconsultant are not SCTRCA and/or HUB certified

Questions 16: Attachment II, Evaluation Criteria Details and Requirements, Similar Projects and Past Performance section (page 49), the RFQ states: 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 as a prime. 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.

Does the term “projects” refer to only one project per page, regardless of whether it was a single project or one of multiple projects as part of one specific work order? Or is it allowable for us to submit one specific work order contract that had multiple projects on the form (all of which we would address in our response on that page) as one project?

Response: For work order contracts, please include the individual work order as a project.

Question 17: Can you please clarify on the following item. If the same person has a dual role, can one single page resume be adequate describing both roles?

Response: Yes, one resume can be submitted for a person with dual roles.

Question 18: Is SAWS okay with respondents showing more than three (3) projects in the resumes, or would points be deducted from our proposal evaluation if we showed more than the three that were requested?

Response: Provide only three (3) projects on the resumes in order to maintain consistency. See Attachment II, in Team Experience and Qualifications Section 2, under Submission Reminders - “Key Personnel resumes should not include an exhaustive list of projects but should focus on projects that are relevant to the scope of services within this RFQ to include their role.

Question 19: If we include a table of contents page with our submission will it count towards the page limit?

Response: No, the table of contents does not count toward the page limit.

Question 20: In the Similar Projects and Past Performance section, are we allowed to provide more than 3 completed projects?

Response: Please see response to Question 18.

Question 21: On the submittal response check list says: Project Understanding and Approach Project Schedule (11”X17 Exhibit), other parts of RFQ refers to 11x17 drawing exhibit, we were planning to use 11x17 as drawing exhibit and not for project schedule, do we need to edit the submittal response check list to delete “Project Schedule (11”X17 Exhibit)? Please clarify.

Response: Only one (1) 11” x 17” exhibit is allowed, content is up to the respondent to best satisfy the response. Please see item #2 under Changes to the RFQ section for update.

Question 22: The Submittal Response Checklist states “Project Understanding and Approach Project Schedule (11x17 Exhibit)”. Attachment II, however, only mentions allowing one 11x17 exhibit without specifying the content. To ensure clarity, we'd appreciate confirmation on the number and type of 11x17 exhibit(s): can submit two separate exhibits (one 11x17 schedule and another 11x17 exhibit), only a single 11x17 exhibit consisting only of the schedule, or a single 11x17 exhibit that could include both the schedule and additional information.

Response: As per Attachment II, page 50, Section 1, only one (1) 11” x 17” exhibit is allowed, content is up to the respondent to best satisfy the response. Additionally, please see item #2 under Changes to the RFQ section below for update.

Question 23: Page 49 of the RFQ indicates, “Key Personnel shall have participated in at least two (2) of the three (3) projects”. Does this requirement extend to subconsultants?

Response: Proposed Key Personnel can be Prime or Sub-consultants.

Question 24: There is a form on 52 of the RFQ titled “Team Experience and Qualifications” that doesn’t appear to be addressed in the “Evaluation Criteria Details and Requirements” on pages 48-51. Should this form be added without regard to page limits?

Response: Attachment III – Team Experience and Qualifications includes two (2) fillable forms (Sub-Consultant Table and Availability Matrix), not counted against the page limits given.

Question 25: Is the cover letter, mentioned on page 14 of the RFQ, excluded from the page limit?

Response: Yes, the cover letter does not count toward the page limit, please see page 14 of the RFQ, Section IV Submitting a Response, para B Submission, sub-para 3 for additional guidance.

Question 26: Is a table of contents allowed and can it be excluded from the page limit?

Response: Yes, see response to Question 8.

Question 27: Do SBE, WBE, and MBE all qualify for the SBOP goal?

Response: Possibly. A WBE-certified or MBE-certified firm also needs to have SBE or HUB certification. An SMWB-certified company also needs to have a location in one of the following counties: Bexar, Comal, Guadalupe, Hays, Kendall, Travis or Williamson.

Question 28: Are SWMB certificates required to be submitted with our response?

Response: No, we verify all claims of certification independently with the South Central Texas Regional Certification Agency database.

CHANGES TO THE RFQ

1. Page 1, Section I.A Objective, second paragraph, remove and replace with the following paragraph:

The anticipated services will include project management and coordination, civil, surveying, permitting, geotechnical engineering, subsurface utility engineering, environmental services, archeological services, preliminary engineering, design, scheduling, cost estimating, construction management and other services as determined necessary for the Project.

2. Page 59, Submittal Response Checklist

Remove Submittal Response Checklist item:

“Project Understanding and Approach Project Schedule (11”X17 Exhibit)”

And replace with the following:

“Project Understanding and Approach Project Schedule or Exhibit (11”X17 Exhibit)”

Please use attached updated Submittal Response Checklist with your submittal.

END OF ADDENDUM

This Addendum is six (6) pages in its entirety, with one (1) attachment

Attachment:

Submittal Response Checklist (1 page)

SUBMITTAL RESPONSE CHECKLIST

Project Name: 2024 Water Main Replacement Projects RFQ

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.

- Project Submittal Identification Form
- Respondent Questionnaire
- Completed and signed W-9 Form, and include email address or fax number
- Organizational Chart **(1 Page)**
- Resumes **(6 Pages)**
- Team Composition **(1 Page)**
- Attachment III – Sub-Consultant Table
- Attachment III – Availability Matrix
- Attachment III – Evaluation Criteria Forms (three (3) completed projects)
- Attachment III – Evaluation Criteria Forms (OPCC Table)
- Project Understanding and Approach Question 1) **(4 Pages)**
- Project Understanding and Approach Project Schedule or Exhibit (11”X17 Exhibit)
- Project Understanding and Approach Question 2) **(2 Pages)**
- Project Understanding and Approach Question 3) **(2 Pages)**
- 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

Title