

REQUEST FOR QUALIFICATIONS (RFQ) ADDENDUM



2010 Engineering Water Design Services –Production, Recycle and Treatment RFQ Solicitation No.: Q-10-017-DD

Addendum #1 – October 26, 2010

This Addendum includes revisions and responses to questions received prior to this date.

Revisions to the RFQ

1. Remove page 11, Submittal Response Checklist, of this RFQ in its entirety and replace with Attachment 1 of this Addendum.
2. Remove page 12-14, Respondent Questionnaire, of this RFQ in its entirety and replace with Attachment 2 of this Addendum.

Questions and Answers

The following question was received in writing:

Question 1: Is the work specified under this solicitation limited to work at various SAWS production and treatment facilities, or is this solicitation also intended to cover various work orders for work in the system outside the fence (i.e. sewer and water main replacements)?

Answer: The work will not be limited to SAWS facilities, but it will be limited to water.

Question 2: Will this project be managed by a PM in the Production, Recycle and Treatment Engineering Group or by a PM in the Replacements and Improvements Group?

Answer: The contract will be managed by Production, Recycle and Treatment Engineering.

Question 3: Is the “SAWS Estimated Project Cost” of \$800,000.00 intended to be the Total Installed Cost of the project(s) or is this the estimated value of specifically the engineering services desired?

Answer: \$800,000.00 is the total amount designated for the design contract. SAWS will not exceed this amount nor does this amount include construction costs for any of the forthcoming work orders issued for design.

End of Addendum

**Attachment 1
SUBMITTAL RESPONSE CHECKLIST**

Project Name: **2010 Engineering Water Design Services – Production, Recycle and Treatment**

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.

- Respondent Questionnaire
- Completed and signed W-9 Form
- Key Personnel (including resumes and Organizational Chart)
- Past Performance and similar prior experience
- Ability to respond in an expedited manner
- Quality Assurance/Control
- Exhibit "A" – Copy of Current Certificate of Liability Insurance and Respondent's commitment letter to provide the lines of insurance coverage required.
- Exhibit "B" – Good Faith Effort Plan
- Exhibit "C" – Conflict of Interest Questionnaire

I certify that the statement of qualifications submitted includes all required items, as indicated above.

Signature

Date

Printed Name

Title



Attachment 2 RESPONDENT QUESTIONNAIRE

PROJECT NAME: 2010 Engineering Water Design Services – Production, Recycle and Treatment

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

1. **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. Sub-contractors 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: _____

2. **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: _____

3. Identify the principal contact person authorized to commit the Respondent to a contractual agreement.

4. Does Respondent anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?

Yes No

5. Is Respondent authorized and/or licensed to do business in Texas?

Yes No If "Yes", list authorizations/licenses.

6. **Affirmative Action** - Respondent agrees to adhere to the EEO requirements contained in the RFQ section IV, sub-section "C." paragraph 9.a.

Yes No If "No", state reason.

7. **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.

8. **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.

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

10. **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.

11. 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

12. 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 sub-consultants if requested by SAWS.

Yes No

13. 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.

14. Addendums: Each Respondent is required to acknowledge receipt of all addendums.

None Yes If "Yes", Identify.

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.

Signature

Date

Printed Name

Title