



**REQUEST FOR QUALIFICATIONS  
Program Management Services  
SAWS SERVICE CENTER PROJECT  
Solicitation Number: Q-11-014-MR**

**ADDENDUM #2 – 04:30 PM | September 01, 2011**

This addendum notifies respondents of multiple changes to the RFQ and addresses questions received before the associated deadline.

PRE SUBMITTAL MEETING NOTES
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**Meeting announcements from the August 29, 2011 Pre-Submittal Meeting:**

1. The presentation slides and sign-in sheet is available on the website for this solicitation as Supplemental Information.

**Meeting questions from the August 29, 2011 Pre-Submittal Meeting. Questions are as noted from the meeting to the best of our ability:**

1. We note that the awarded firm will not be able to participate on the design contract. Does this restriction also apply to the awarded firm's sub-contracted firms?
  - a. Yes.
2. Can future selected design firms work on all three projects Phases or are they limited to one each?
  - a. This will be determined when the RFQs for Design Services are issued and will be at SAWS sole discretion.
3. Will the Program Manager or a future awarded design firm provide the commissioning services?

- a. SAWS expects the selected Program Management Firm to both perform and be responsible for the commissioning of the facilities as defined in the scope of services.
4. Is it expected that the Program Manager will manage all three projects outlined by the scope of services?
  - a. Yes.
5. Is it SAWS expectation that the selected Program Manager will directly manage the Design firm(s)?
  - a. SAWS expects the selected Program Management Firm to represent our interests and assist in the management of the deliverables and scope negotiated with the Design firm(s.) as defined in the scope of services.
6. What is the overall timeline for this project?
  - a. This will depend solely on capacity and scheduling which will be further defined with the development of the Project Implementation Plan (PIP) as defined in the scope of services.
7. Is it expected that there will be gaps in the timeline between projects?
  - a. Our goal is to commence and continue through all three Phases continuously. As stated in the RFQ, there may be some overlap between these Phases. There also may be pauses or gaps between phases. Once the Project Implementation Plan (PIP) is presented to SAWS Management and the Board of Trustees, such pauses would then be incorporated into the overall Program schedule. It is not possible at this time to know whether pauses or gaps will occur.
8. Who will be responsible for Geotechnical services?
  - a. The selected Program Management Firm is responsible for these services as stated in the RFQ.
9. Which level of LEED certification is expected from the facilities?
  - a. As stated in the RFQ, SAWS' goal is LEED Silver certification. It is expected that the selected Program Management Firm will determine reasonable expectations in this regards during the Feasibility Studies of the existing facilities, and provide recommendations for each Project.
10. We would like to clarify if a Joint-Venture must be a separate legal entity for the purposes of the SMWB program?
  - a. Please contact the SAWS SMWB manager regarding this issue.

11. Are SMWB related questions limited by the regular question deadline?

- a. Firms may contact the SAWS SMWB manager at anytime in regards to the SMWB program or questions relating to preparing your Good Faith Effort Plan (GFEP) response.

12. We notice that you request that the Submittal checklist be returned in two places. Do we provide two copies or is one sufficient?

- a. The duplication for the checklist is an error in the solicitation document. Please only submit one copy of the signed checklist form placement as TAB #1. Omit TAB #4 in the final SOQ.

END PRE SUBMITTAL MEETING NOTES

CHANGES TO RFQ

1. Section 7 Submitting A Response; Sub Section 7.3 Response Format; Item 4 TAB 4 – Submittal Response Checklist:  
This is a duplication of Item 7.3.1. Delete 7.3.4 in it's entirety and leave your response for this item TAB blank.
2. Section 7 Submitting A Response; Sub Section 7.3 Response Format; Item 8 TAB 8 Respondent Questionnaire Form from Exhibit "F":  
This is a duplication of Item 7.3.2. Delete 7.3.8 in it's entirety and leave your response for this item TAB blank.

END CHANGES TO RFQ

ANSWERS TO QUESTIONS

Answers include responses to questions submitted in writing before the due date. Questions which may be previously answered in the Pre-Submittal Meeting Notes section of this Addendum 2 are repeated below.

QUESTIONS for Solicitation: Q-11-014-MR

1. Pertaining to the RFQ Response: Tab 1 **and** Tab 4 ask for the checklist. Which tab do you want the checklist to reside? If one of the tabs is eliminated, does that mean that the Tab #'s for the submittal will be renumbered?
  - a. The duplication for the checklist is an error in the solicitation document. Please only submit one copy of the signed checklist form placement as TAB #1. And omit TAB#4 in the final SOQ. Do not renumber the TABS, simply omit TAB 4. There will be TABS in order as follows: 1,2,3,5,6,7,9

2. Does the insurance certificate count against the Page count, or is it considered a form?
  - a. Insurance certificates or other required forms are not counted against the page limitations.
3. Do you want the entire submittal on CD ROM? And how many copies of the CD's do you want?
  - a. Yes, all submittal documents must be represented on the CD except for items requested to be separately sealed. One CD is sufficient.
4. Do 11X17 pages count as 2 pages or 1 page?
  - a. Each response page submitted in 11 X 17 inch size will count as two 8 ½ X 11 inch pages.
5. Do you only want the original document unbound and the copies bound?
  - a. Yes.
6. For the Good Faith Effort, you mention that you want copies of the certificates of the subs. Do these certificates count in the Page count, or is it considered part of the Form? Does the Sample contract have to be part of the submittal, or just an acknowledgement of the terms and conditions will suffice?
  - a. Yes, include the copies of Sub-Consultant certificates. No, these will not count towards the page limit.
7. Pertaining to the RFQ response: Tab 2 and Tab 8 ask for the Respondent Questionnaire. Which tab do you want the Respondent Questionnaire to reside? If one of the tabs is eliminated, does that mean that the Tab #'s for the submittal will be renumbered?
  - a. The duplication for the Respondent Questionnaire is an error in the solicitation document. Please only submit one copy of the Respondent Questionnaire form placement as TAB #2. OMIT TAB #8 in the final SOQ. Do not renumber the TABS, simply omit TAB 8. There will be TABS in order as follows: 1,2,3,5,6,7,9
8. Does the Sample contract have to be part of the submittal, or just an acknowledgement of the terms and conditions will suffice?
  - a. Please indicate in the Respondent Questionnaire Form your acceptance or non-acceptance of the terms of the agreement. Your submittal does not need to include a copy of the sample agreement as long as a response clearly indicates which portions of the sample agreement to which your firm objects.

9. Is there a font restriction for this proposal? (Ex 10 pt Arial)
  - a. Please utilize an easily legible font no smaller than size 10.
  
10. Does a Table of contents, tabs, or cover letter count against the page limit?
  - a. No- the page number limit only applies to *TAB 3 – Statements of Qualifications*. This section is limited to 30 pages. Note: If the Respondent chooses to use *Tab 9: Supplemental Documents and Attachments* to include any additional items, the pages in TAB 9 will also count against the 30 page limit. Total pages in TAB 3 and TAB 9 must not exceed a TOTAL of 30 pages.
  
11. On the checklist, you mention to have the insurance policy endorsements and financial information in an envelope. Do you want each of these to be in separate envelopes? Or do you want 1 envelope total with both pieces of information included in the 1 envelope or 6 copies total, one with each for each submittal?
  - a. Sealed documents may be grouped together in one envelope; however they must be quickly identifiable, easily separable and individually bound.
  
12. Section M. of the SOQ asks for: *m) LITIGATION DISCLOSURE: Complete the Litigation Disclosure questions in the Respondent Questionnaire Form (Exhibit F)*. This exhibit is also the respondent questionnaire. Which section do you want this form?
  - a. This requirement is met by submission of the Respondent Questionnaire form which is placed within TAB #2 of your response.
  
13. Do the financial statements, if included in the submittal tab under section in the SOQ, count against the 30-page limit?
  - a. This submittal will not count towards the page limits.
  
14. In section 7.2, there is a reference to a section 1.3.5.5. I couldn't locate this in the RFQ
  - a. This is an error. The correct referenced section is 1.4.5.
  
15. Under *Tab 9: Supplemental Documents and Attachments*, are there any documents that you want in this tab? Or is this an Appendix for any additional documents the responding firm chooses to submit? If it is an Appendix, do the documents in this section count against the 30 page limit?
  - a. This is supplemental to be used at the discretion of the Respondent and will count against the 30 page number limit for *TAB 3 – Statements of Qualifications*.
  
16. The Checklist mentions submitting a W-9. Where do you want this to go in the submittal?

- a. This document is expected to be included in TAB 9 of your SOQ response.

17. What software applications comprise SAWS' CPMS System?

- a. SAWS does not reference a CPMS system being used by SAWS. It is part of the SOQ for the Respondent to indicate the CPMS system familiar to the Respondent and that the Respondent recommends as best fitting the scope of this RFQ. Any recommended CPMS system must have security protocols as described in the RFQ and Sample Contract for Professional management Services.

18. Will SAWS be wanting to host the CPMS System, whether developed by the Program Management Team, or by SAWS?

- a. Specifics regarding hosting location and security will be determined after a Program Management firm has been selected and the recommended CPMS approved for implementation.

19. How quickly will SAWS want the CPMS System operational after Notice to proceed?

- a. This is not a timeframe that can be set by SAWS as it is typically a limitation of the CPMS and the resources the recommended system has available. That being said, the Respondent should provide a timeline to accompany the recommended CPMS describing estimated schedule to implement the CMPS for the Program.

END ANSWERS TO QUESTIONS

No other items, dates, or deadlines for this RFQ are changed.

END ADDENDUM #2