



REQUEST FOR QUALIFICATIONS

Program Management Services for the implementation of the design and construction of projects for SAWS according to a comprehensive in-house analysis of the Service Center Facilities

RFQ: Q-12-003-MR

ADDENDUM #3 – 05:15 PM | January 18, 2012

This addendum provides answers to questions submitted by the due date.

ANSWERS TO QUESTIONS

- 1) On the Checklist you mention to include the financial information in a separate envelope, but in the RFP, you mention to include it in Tab 4 (Page 28-29). Where would you like this information to go, and if the checklist is incorrect, will you be issuing a new one to include with our submittal?
 - A. Provide the envelope attached to or inserted directly after the TAB in the “Original” response.

- 2) In Tab 4, you mention that our financial documentation copies should state “the sealed financial documentation is contained within the sole original copy.” Are you wanting our financial information within Tab 4, sealed and bound in an envelope, within the Original response document?

- A. Financial information needs only be provided with the “Original” response. Copies should not have financial information attached.
- 3) On the Checklist you mention to include the Insurance Policy Endorsements in a separate envelope, but in the RFP you mention to include it in Tab 5 (Page 29). Where would you like this information to go, and if the checklist is incorrect, will you be issuing a new one to include with our submittal?
- A. In an envelope attached to the TAB in the “Original’ response. Copies need not have the Policy endorsements attached.
- 4) How many Flash Drives do you want submitted?
- A. One is sufficient. Submitting one CD-ROM is also acceptable.
- 5) The Submittal Response Checklist indicates the need to have an “Attached Envelope with Insurance Policy Endorsements”. That is not spelled out in the submission guidelines. Page 29 of the RFQ states that we shall submit a copy of insurance. Do we have to submit insurance documents in a separate envelope, or in the body of the submittal itself?
- A. See the response to questions 1 and 3.
- 6) Question 8 on page 32 of the RFQ regarding Security Protection states that we must acknowledge the requirements of Exhibit D in the Respondent Questionnaire Form. On page 49 of the RFQ “Security Procedures: RFQ Exhibit D”, it refers us to Exhibit F “Owners Security Procedures” within the Sample Agreement. There is no Exhibit F in the RFQ or in the Agreement document. Does Exhibit of the Agreement correspond with Exhibit D of the RFQ? Could you please provide an Exhibit F?
- A. Exhibits to the sample service agreement are provided on the SAWS website for this RFQ. They can be found at the following link:
- http://www.saws.org/business_center/contractsol/RFQ/379/Exhibits%20to%20Sample%20Services%20Agreement.pdf
- 7) On page 29 of the RFQ, it states that financial statements should be sealed and attached to the SOQ Response Packet. The following paragraph states that one copy of the financials shall be submitted with the Original copy of the SOQ. Do we submit financials as part of the SOQ document body, or in a separate envelope?
- A. See the answer to question 2.

- 8) On page 22 of the RFQ, it states that Responses within Tab 3 be “limited to a maximum of 30 pages per response.” Does that mean a max of 30 pages for each of the four sections of Tab 3 (120 pages total), or a max number of 30 pages for the entire section of Tab 3?
- A. 30 pages max for Tab 3 - not per section within the tab
- 9) I saw the release of this RFQ, due Feb. 10, and it looks similar to one that we submitted on in September of 2011. Is this a resubmittal of RFQ Q-11-014-MR?
- A. There have been changes to the solicitation request and exhibits. Respondents are advised to thoroughly examine the RFQ as stated in Section 1.4.1 This RFQ replaces the cancelled previous Q-11-014-MR.
- 10) Could you please clarify the page limit of Tab 3? The RFQ states " Responses within TAB 3 - Statement of Qualifications, are limited to a maximum of 30 pages per response. Each printed side is equivalent to a single page. Requested forms provided with this RFQ do not count toward the page limit." Is this the total number of pages within this Tab, or the number of pages per Section within this Tab (i.e. Narrative of Experience and Qualifications, Technology, etc.)?
- A. See the answer to question 8.
- 11) Regarding the required W-9 form – is this a requirement for the prime firm only or for all members of a team (sub consultants) as well?
- A. SAWS only requires a form submitted on behalf of the Prime Consulting Firm.
- 12) Regarding the required Conflict of Interest form (Exhibit C) - Must this form be completed by each member of a team (prime firm and sub consultants), or is it only a requirement of the Prime firm? Is it enough to have a statements with each sub consultants' firm history stating there is no conflict of interest?
- 13) The Prime Respondent and all Sub-consultants are required to complete the “Conflict of Interest” questionnaire. Respondents are responsible for assuring that their entire team of sub-consultants is free from any conflict of interest as stated in the RFQ under section 1.4.6 (c) and in the attached Sample Program Management Services Agreement- RE: Section V. (9.) Conflicts of Interest; Solicitation

14)The sample agreement refers to Exhibit K, and I didn't see it included with the agreement documents. Can you please provide us with a copy of Exhibit K?

A. See the answer to question 6.

END ANSWERS TO QUESTIONS

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

END ADDENDUM #3