



REQUEST FOR QUALIFICATIONS

STATE LEGISLATIVE & EXECUTIVE INITIATIVES PROGRAM

Solicitation No.: Q-20-003-RL
Addendum 1 | October 9, 2020

RESPONSES TO QUESTIONS RECEIVED

1. **In Item C-Response Format, one of the provisions under Team Member Qualifications (page 5 of the RFQ), states to “provide a resume of not more than 2 pages per person...of each team member that will be working on the scope of services outlined in this solicitation.” My question is this: does each page of each team member’s resume count toward the response limit of 20 pages maximum per SOQ response?**

Response: No. See #1 Changes to the RFQ in this Addendum.

2. **The RFQ requires a “resume of not more than two (2) pages per person of each team member that will be working on the scope of services outlined in the solicitation.” Is it acceptable to provide a narrative bio of each team member rather than a traditional resume?**

Response: It is acceptable to provide a narrative bio, but SAWS desires a traditional resume. See #1, Changes to the RFQ of this Addendum, as resumes no longer count towards the page count.

3. **Are the exhibits required to be submitted in a searchable PDF format?**

Response: SAWS does not require exhibits to be in a searchable PDF format, but this feature is desired.

4. **Is the W-9 required to be submitted in a searchable PDF format?**

Response: No, it is not required that the W-9 be in a searchable PDF format.

5. **Exhibit B instructs the respondent to list all sub-consultants that will be utilized on the project. If the respondent is not utilizing sub-consultants, what is an acceptable response to Exhibit B? Should the respondent leave it blank or write “not applicable”?**

Response: Use of a subconsultant is not required. If a Respondent is not utilizing sub-consultants, please indicate “not applicable” on the chart in the Good Faith Effort Plan where sub-consultants would otherwise be listed. The Good Faith Effort Plan is a required document and needs to be signed and submitted with the proposal package, even if sub-consultants will not be used.

- 6. Exhibit B instructs respondent to indicate whether or not they attended the pre-submittal conference, however page three of the RFQ states there is no pre-submittal conference for this solicitation. How should a respondent answer this question on Exhibit B?**

Response: Select N/A. See #3 Changes to the RFQ of this Addendum.

- 7. What is an acceptable organization regarding the response checklist, respondent questionnaire and W-9 form? In other words, where should these items be placed in the order of the submission? Should they be tabbed and presented after the SOQ?**

Response: Respondents should place required items within their proposal in the same order identified on the Submittal Response Checklist in the RFQ. As a reminder, only electronic proposals will be accepted. SAWS recommends Respondent's utilize the bookmark function within the Adobe Professional software to "tab" each item or insert (electronic) tabs by use of an identifying page, which will not count towards the page count.

- 8. What is an acceptable response regarding the requirement to acknowledge Exhibits D and E? Should a respondent simply state its acknowledgement of Exhibits D and E or should it actually submit a copy of Exhibits D and E?**

Response: No, it is not necessary to submit a copy of Exhibit D and E. Rather, Respondents shall complete the Respondent Questionnaire, found on page 12 of the RFQ, which is a required document. Number 13 of the document asks for acknowledgement of Exhibit D, Security Procedures, and number 15 asks for acknowledgement of the terms and conditions of the Agreement found within Exhibit E, the Sample Contract.

- 9. Is a respondent required to sign and notarize page 39 of the sample contract?**

Response: No. Please see response to Question #7.

- 10. Page 7 of the RFQ states "SMWB Respondents and/or Sub-consultants must be certified by the South Central Texas Regional Certification Agency." Is that the only certification agency acceptable that will qualify a respondent for points?**

Response: SAWS accepts certifications from the South Central Texas Regional Certification Agency and the State of Texas (Historically Underutilized Business "HUB" Program).

- 11. Page 7 of the RFQ states "Eligible firms (including MBEs and WBEs) must ... have an (sic) established place of business in the San Antonio Metropolitan Statistical Area in order to be counted for SMWB points." Does that mean a respondent does not qualify for points if they do not have a place of business in the San Antonio Metropolitan Statistical Area? Does a home office in the San Antonio Metropolitan Statistical Area qualify?**

Response: To the first question, that is correct. A Respondent without an office in the San Antonio Metropolitan Statistical Area is not eligible for SMWB points, unless the firm chooses to subcontract. A home office in San Antonio does qualify. Based on past questions from the SAWS Board of Trustees

regarding professional services contracts, if SAWS decides to move forward with award, SAWS may require information about the date of establishment of your local office and the number of employees.

- 12. Page 7 of the RFQ states “All Respondents, whether SMWB or not, may earn the maximum number of SMWB points (15) by adhering to any combination of the point structures below when attempting to meet the aspirational goals...” Please clarify how a respondent “may earn the maximum of SMWB points” whether or not they are SMWB?” We are confused as to how a respondent can earn points if they are not “SMWB.”**

Response: A Respondent may earn SMWB points by subcontracting a portion of the work to a firm that meets the requirements for being recognized by SAWS as an SMWB.

- 12. Specifically, how does SAWS define their 40% goal for SMWB? Does that mean that the sub-consultant would be receiving 40% of the awarded contract? For example, if our firm was awarded this contract and it was valued at \$100k, a certified SMWB sub-consultant must receive \$40k of the contract. Is that correct?**

Response: Yes, that is correct. The aspirational SMWB goal is expressed as 40% of the total value of the contract.

- 13. Alternatively, if our firm were certified as an SMWB, would we be authorized to assume 100% of awarded contract and not be required to utilize a sub-consultant in order to obtain the full 15 points from this solicitation (as indicated on page 7 of this RFQ)?**

Response: Use of a subcontractor is not required. The goal is non-mandatory/aspirational. If you meet the following requirements to be recognized by SAWS as an SMWB, found in “bold” font on page 7 of the RFQ, then you will meet the goal through your own firm’s performance: *“Eligible firms (including MBEs and WBEs) must be certified as a Small Business Enterprise (SBE), must perform a commercially-useful function on the project, and must have an established place of business in the San Antonio Metropolitan Statistical Area in order to be counted for SMWB points.”* SMWBs must also be certified by the South Central Texas Regional Certification Agency or the State of Texas’ Historically Underutilized Business (HUB) Program. However, please keep in mind that meeting the aspirational goal may or may not equate to earning the full 15 points. Please review the scoring method found on page 7 of the solicitation. In addition, the definition of “local” is found in the glossary of Definitions immediately behind the Good Faith Effort Plan (in the RFQ), and lists all counties that comprise the San Antonio Metropolitan Statistical Area.

- 14. We are looking into the process of becoming a certified SMWB. If we are unable to become certified by the deadline (October 15th), how can we indicate in our response that we will become a certified SMWB?**

Response: If Respondent is seeking certification through the South Central Texas Regional Certification Agency (SCTRCA), SAWS can request for the SCTRCA’s review of Respondent’s application to be expedited. Please notify the SMWB Program Manager, Marisol V. Robles, at Marisol.Robles@saws.org when your entire certification application packet has been submitted to the SCTRCA.

CHANGES TO THE RFQ

1. Page 4, Section IV., B. 3. last sentence that reads:

The cover page and tabs do not count towards the page limit. Number each page starting with the cover letter, including text charts and graphic images.

Is revised to read as follows:

The cover page, *résumés* and tabs do not count towards the page limit. Number each page starting with the cover letter, including text charts and graphic images.

The remainder of this section remains the same.

2. Page 5, Section IV., C., 2., c. that reads:

c. Provide a listing of municipal clients which Respondent has represented in the last 5 years, including length of service.

Is revised to read as follows:

c. Provide a listing of *all current and past* clients, including municipal and water utility clients, which Respondent has represented in the *last two (2)* years, including length of service.

3. Page 23, remove the 2nd page of the Good Faith Effort Plan and replace with the revised version attached to this RFQ. This page should be used by Respondents when submitting a proposal.
4. Page 2, Section I. D. Estimated Timeline, remove and replace the following milestone with the below:

November 10-12, 2020 Interviews

CLARIFICATIONS

1. As a reminder, if Respondents have an additional questions related to SMWB, including the completion of the Good Faith Effort Plan and scoring of proposals, they may reach out to the SMWVB Program Manager, Marisol V. Robles, at any time up until the submission deadline by phone at 210-233-3420 or email at Marisol.Robles@saws.org.

END OF ADDENUM

This Addendum, including these four (4) pages, is five (5) pages with attachments in its entirety.

Attachments: Second (2nd) page of the Good Faith Effort Plan – 1 page.

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SECTION B. – SMWB COMMITMENTS

The aspirational SMWB goal on this project is 40%

1. The undersigned proposer has satisfied the requirements of the SOQ specification in the following manner (please check the appropriate space):

_____ The proposer is committed to a minimum of 40 % SMWB utilization on this contract.

_____ The proposer, (if unable to meet the aspirational SMWVB goal of 40%), is committed to a minimum of _____% SMWB utilization on this contract. (If contractor is unable to meet the goal, please fill out Section C and submit documentation demonstrating good faith efforts).

2. Name and phone number of person appointed to coordinate and administer the SMWB requirements on this project.

Name: _____
 Title: _____
 Phone Number: _____
 Email Address: _____

IF THE SMWB GOAL WAS MET, PROCEED TO AFFIRMATION AND SIGN THE GFEP. IF GOAL WAS NOT MET, PROCEED TO SECTION C.

SECTION C – GOOD FAITH EFFORTS (Fill out only if the SMWB goal was not achieved).

1. On a separate sheet of paper, list and attach to this Good Faith Effort Plan written, posted, or published notification to all firms you contacted with sub-consulting/supply opportunities for this project that will not be utilized for the contract by choice of the proposer, sub-consultant, or supplier. Notices to firms contacted by the proposer for specific scopes of work identified for sub-consulting/supply opportunities must be provided to sub-consultant/supplier **not less than five (5) business days prior to SOQ due date**. This information is required for all firms that were contacted of sub-consulting/supply opportunities.

Copies of said notices must be provided to the SMWVB Program Manager at the time the response is due. Such notices shall include information on the plans, specifications, and scope of work.

2. Did you attend the pre-submittal conference scheduled for this project? _____ Yes _____ No _____ N/A

3. List all SMWB listings or directories, contractor associations, and/or any other associations utilized to solicit SMWB sub-consultants/suppliers:

4. Discuss efforts made to identify elements of the work to be performed by SMWBs in order to increase the likelihood of achieving the goal:

5. Indicate advertisement mediums used for soliciting SMWBs. (Please attach a copy of the advertisement(s):

AFFIRMATION

I hereby affirm that the above information is true and complete to the best of my knowledge. I further understand and agree that, this document shall be attached thereto and become a binding part of the contract.