



2021 Water Main Designs RFQ
Solicitation Number: PS-00102-FG

ADDENDUM 1
November 20, 2020

To Respondent of Record:

RESPONSES TO QUESTIONS

1. **Question:** On occasion, when multiple projects are to be awarded under one contract, proposers are encouraged to select one project and tailor the approach narrative for it. Is that the case this time as well?

Response: Yes, Respondents can tailor the Statement of Qualifications (SOQs) toward any project. SAWS will review the Respondent's qualifications as well as project approach for the selected project.

2. **Question:** For the detailed approach, we are permitted to include six pages including one 11x17 exhibit. What are we to provide within the 11x17 exhibit page?

Response: The exhibit is an opportunity to develop a conceptual alignment or supporting information to technically execute and complete the selected project by the Respondent.

3. **Question:** For the Project Understanding and Approach section of our response, is SAWS wanting respondents to tailor our approach to one specific project outlined in the RFQ?

Response: See response to Question 1.

4. **Question:** Is the Table of Contents included in our 25 maximum page count or is it excluded and does not count?

Response: Table of Contents is included in the 25 maximum page count.

5. **Question:** Are we required to submit a Disclosure of Interested Parties Form 1295 with our submission or only upon selection/award? If yes, does this count in our 25 maximum page count?

Response: Disclosure of Interested Parties Form 1295 is not required to be submitted with the SOQ.

6. **Question:** Please confirm the limit of 5 "Key Personnel" resumes to be included in our submittal.

Response: Yes, that is correct. Key Personnel shall be selected by the Respondent based on his/her understanding of the selected project requirements.

7. **Question:** Would SAWS prefer the order of information that was shown on the pre-submittal powerpoint or RFQ Attachment II. example: Page 6 powerpoint order. 1) org chart 2) availability matrix 3) team composition 4) resumes 5) Respondent's and Proposed Sub-consultants Role on this Project OR Page 39 RFQ order. 1) org chart 2) resumes 3) team composition 4) availability matrix 5) Respondent's and Proposed Sub-consultants Role on this Project

Response: Please follow the order for the RFQ Attachment II.

8. **Question:** “Stating ‘N/A’ is not acceptable”. Our team’s question is, does this rule to avoid stating “N/A” on the OPCC Table apply to Design-Build projects as well

Response: Design-Build projects should not be listed. The OPCC Table, included as part of Attachment III, should include as much information as possible. Stating “N/A” is not recommended.

9. **Question:** Page 43 of the RFQ states that we may use “One (1) 11”x17” Exhibit” and that it is “not counted towards the page limit”. We just wanted to confirm that an 11”x17” page in our project understanding would not count towards our 25 page limit.

Response: Correct, one (1) 11”x17” Exhibit is allowed and will not count towards the 25 page limit.

10. **Question:** Is the need for geotechnical baseline report anticipated for any of the projects?

Response: No

11. **Question:** Do we write our response on a project we prefer? Or will SAWS specify a project?

Response: See response to Question 1.

12. **Question:** SCADA and MEP is mentioned in the scope of work, can that be expanded on what is expected?

Response: The RFQ includes a project that requires the design of pressure reducing valves (PRVs) which must include electrical, instrumentation and controls. Therefore, if desired, the Respondent must include Team members that can provide these design services.

13. **Question:** May firms submit for 1 service or is it required that the team submit for all service types?

Response: See response to Question 1.

14. **Question:** How many consultants/contracts does SAWS anticipate awarding?

Response: The number of contracts will be determined after the SOQs are reviewed by SAWS.

15. **Question:** Can a Respondent pursue only one or a few of the projects identified in the solicitation? If so, how should Respondents identify which projects they’d like to be considered for?

Response: See response to Question 1. Project Understanding and Approach section should identify the Respondent’s preference.

16. **Question:** There are a number of projects being considered as part of this solicitation. Without knowing which project(s) a Respondent would be assigned, which particular project should the Respondent keep in mind when writing the project approach and project understanding?

Response: See response to Question 1 and 15.

17. **Question:** On page 41 of 148 of the RFQ, it states that we have 5 pages to provide a response for the “Project Understanding and Approach” Section #1, and 2 pages to respond to “Project Understanding and Approach” Section #2. Are we permitted to respond to both Section 1 and 2 in one combined section that is 7 pages long, instead of two different sections? The information requested for Section 2 is substantial and providing adequate responses would be difficult with the limit of two pages.

Response: Respondents must follow the page limit requirements for the Project Understanding and Approach section.

18. **Question:** Please confirm what sections count toward the page limit of 25, as stated on page 14 of 148, “Responses are limited to a maximum of 25 pages per proposal.” When adding up the number of pages stated in the Evaluation Criteria section (starting page 39 of 148) as outlined below, the total comes out to 23:

Organizational Chart – 1

Resumes – 5

(Describe Team Composition) -1 page (Not a fillable form)

Team Composition Form – 1

Table Matrix of Availability Form – 1

Project Sheets – 5

Cost Information Form - 1

Detailed Approach – 5

Approach Responses – 2

QA/QC and Risk Management - 2

Response: Responses are limited to a maximum of 25 pages per proposal. Respondents can use the remaining two pages to submit a cover letter(s) and/or table of contents if so desired.

19. **Question:** Are we permitted to include a table of contents? If so, does it count toward the page limit?

Response: See response to Question 4 and 18.

20. **Question:** Do we need to provide a cover letter in our response, as indicated in this section on RFQ page 14 of 148?: “3. Responses are limited to a maximum of 25 pages per proposal. Required forms do not count toward the page limit. Required forms are the Submittal Response Checklist, Respondent Questionnaire, W-9 form, Insurance requirements, Good Faith Effort Plan, SCTRCA Certificates and the Conflict of Interest Questionnaire. 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

Response: See response to Question 18.

21. **Question:** In regard to Sol. No. PS-00102 for 2021 Water Main Designs Project, will a Table of Contents be counted toward the page limit?

Response: See response to Question 4.

22. **Question:** Both requirements essentially describe the availability and commitment of key staff. Including the active projects table with the 1-page resume limits our ability to adequately illustrate the key team member's experience. Would SAWS consider removing that requirement since the information is also included in the availability table later in the section? If not, could we include only 4 resumes and use the extra page for the active projects list?

On page 39 of 148 of the RFQ (Team Experience and Qualifications):
Provide a list of all active projects each of the Key Personnel is currently assigned to for the duration of the project, to include the phase and percentage of time allocated to each of the projects listed.

On page 40 of 148 of the RFQ (Team Experience and Qualifications):
Illustrate in a table matrix the availability, percent of time committed to the Project for the duration of the Project, of Respondent's Key Personnel, as well as Key Personnel from Key Subconsultants. Include geographic location for each resource identified in the table.

Response: Requirement listed in Section 2, of the Team Experience and Qualifications evaluation criteria, is different than what is listed in Section 4. Section 2 is asking for a list of active projects of the Key Personnel, while Section 4 is asking for the percent of time committed to the Project (The Project being considered under this solicitation).

23. **Question:** Does the one (1) 11x17 Exhibit count as 1 page towards the 5-page limit or is the limit 5 pages plus an 11x17" inch page, therefore making the limit 6 pages?

On page 41 of 148 of the RFQ (Project Understanding and Approach under 1) Detailed Approach): Five (5) page limit. One (1) 11" x 17" Exhibit allowed (not counted towards page limit).

Response: See response to Question 9.

24. **Question:** If we include an 11x17 Exhibit, will it need to appear in the first section of the Project Understanding and Approach (Detailed Approach) as it appears in the requirements on Page 41 of 148

Response: Yes, include exhibit as part of the first section.

25. **Question:** There are 16 pages requested information + one 11x17 + 8 pages of fillable forms provided by SAWS, is that the makeup of total 25 pages limit, please confirm

Response: See response to Question 18.

26. **Question:** Are we permitted to change the font style and size in the forms?

Response: Yes.

27. **Question:** For the staff availability matrix form, are we permitted to add additional rows so we can include our entire team, or are we only allowed to use the 10 rows

allocated? If we are not allowed to add more rows, is it okay if we have more than 10 people in our organizational chart?

Response: The intent of the form is to only list Key Personnel. The table, as provided, has more than enough rows for Key Personnel. Additional rows will not be acceptable.

28. Question: This item states that page numbering should start with the cover letter, but there’s no other mention of a cover letter throughout the RFQ document and it is not labeled as a required form. That said, does the cover letter count against the 25-page limit?

Response: Yes, see response to Question 18.

CHANGES TO THE RFQ

1. Remove and replace the “Schedule” for Attachment I (Project Charter/Site Map): Blanco Rd. to Orsinger Ln. Pressure Zone 1111 24-inch Water Main Project.

Event	Date
Start Design	April 2021
Advertise for bid	November 2022
Board Award	January 2023
NTP Construction	January 2023

2. Remove and replace the “Schedule” for Attachment I (Project Charter/Site Map): Sable Run and Talley Rd. Pressure Zone Interconnections Project.

Event	Date
Start Design	April 2021
Advertise for bid	November 2022
Board Award	January 2023
NTP Construction	January 2023

3. Remove and replace the “Schedule” for Attachment I (Project Charter/Site Map): Hollywood park Pressure Zone Interconnections Project.

Event	Date
Start Design	April 2021
Advertise for bid	November 2022
Board Award	January 2023
NTP Construction	January 2023

4. Remove and replace Section B, 1, a and b with the following to update Professional Services scoring verbiage for Good Faith Effort Plan (page 16):

a. M/WBE Scoring Method: Up to 15 Points (By percentage) **40.00% M/WBE Participation**

- M/WBE Participation Percentage between 1% and 7.99%: 2 Points
- M/WBE Participation Percentage between 8% and 14.99%: 4 Points
- M/WBE Participation Percentage between 15% and 21.99%: 6 Points
- M/WBE Participation Percentage between 22% and 28.99%: 8 Points

- M/WBE Participation Percentage between 29% and 34.99%: 10 Points
- M/WBE Participation Percentage between 35% and 39.99%: 12 Points
- M/WBE Participation Percentage meeting or exceeding 40.00%: 15 Points

b. SBE (Non-M/WBE) Scoring Method: Up to 5 Points (By percentage) **5.00% SBE Participation**

- SBE Participation Percentage between 1% and 1.99%: 1 Point
- SBE Participation Percentage between 2% and 2.99%: 2 Points
- SBE Participation Percentage between 3% and 3.99%: 3 Points
- SBE Participation Percentage between 4% and 4.99%: 4 Points
- SBE Participation Percentage meeting or exceeding 5.00%: 5 Points

END OF ADDENDUM 1

This Addendum is six (6) pages in its entirety, with no attachments.