



2021 SSORP ENGINEERING DESIGN SERVICES PACKAGE 1 RFQ
Solicitation No. PS-00117

ADDENDUM NO. 4
September 21, 2021

To Respondent of Record:

RESPONSES TO QUESTIONS

- 1. The RFQ specifies “Quality Assurance and Quality Control Review lead and technical reviewers” as key role(s). Please elaborate if “QA/QC Lead” and “Technical Reviewer” are separate roles for which we should provide individual resumes.**

Response: “QA/QC Lead” and “Technical Reviewer” are separate roles for which Respondents should provide individual resumes. Please note, there should be one individual responsible for implementing the QMP for the prime firm who serves as the QA/QC Lead.

- 2. If we recently hired a senior project engineer who has lot of SAWS experience, if we show him as key personnel like one of the design team leads, since the RFQ requires key personnel tied to three of the Respondent’s projects which already completed before he joined, what advise do you have for us in this situation where we cannot tie design team lead to our company’s projects? How many points will be deducted if design team lead is not worked on any our company’s projects shown under past performance?**

Response: For the resumes of Key Personnel, Respondents can include projects to show the engineering experience and can clarify if the project work was performed at a previous firm. The submittal should clearly indicate the role(s) of key personal on a project and any pertinent project details.

For the Evaluation Criteria Project Tables, as a reminder, also reference page 10, II. C. Evaluation Criteria Summary, Similar Projects and Past Performance, specifically Submission Reminders regarding the number of projects the prime firm must have completed.

- 3. Project Approach: In the past SAWS stated that we can select one of the projects listed in the RFQ to write project approach, can we please do the same to select one of the CMOM packages to write the project approach?**

Response: Please see response to questions #1 and #9 of Addendum #3.

4. For the following question on claim or litigation, is the required information just for prime firm and not required for subconsultants?

Response: Claim and litigation information, as indicated in the Respondent Questionnaire, is required for the Prime Respondent and subconsultants that are part of the prime Respondent's team.

5. Are we supposed to tailor our project approach to a specific CMOM package of our choosing as has been done in previous RFQ's?

Response: See response to question #1 on Addendum #3.

6. The RFQ references "Quality Assurance and Quality Control Review lead and technical reviewers" and "Quality Assurance and Quality Control Leader and Reviewers" on page 9 in the Team Experience and Qualifications section. Can the entity please clarify if the Quality Assurance and Quality Control Review lead and technical reviewers are two different roles and should have two different individuals listed? In other words, should we have one QA/QC lead and one QA/QC reviewer? Or are they one single role?

Response: See response to question #1 of this Addendum.

7. In reference to the previous question, should resumes be included for all QA/QC roles?

Response: See response to question #1 of this Addendum.

8. Can the entity please clarify your definition of a completed project?

Response: Please refer to Response to questions #1 on Addendum #1.

9. Are there any font or margin restrictions for our SOQ?

Response: SAWS recommends a font size of no less than 11 point for text and no less than 10 point for tables and figures better assist the evaluators when reviewing electronic pdf proposals.

10. Is the Conflict of Interest Questionnaire required only of the prime firm that is responding, or should we also include the form for subconsultants?

Response: Only the Prime firm is required to submit a CIQ.

11. Is there a specific naming convention we are to use for our submitted pdf?

Response: Please see #3 in Changes to the RFQ.

CHANGES TO THE RFQ

1. Cover Page, Submission Deadline, is revised to read:

October 1, 2021 at 2:00 p.m. (CDT)

CHANGES TO THE RFQ CONTINUED

2. Section I, G. Estimated Timeline, submission due date is revised to read:

October 1, 2021 by 2:00 p.m. (CDT)..... **Proposals Due**

3. Page 14, Section IV, B.1. is revised to read as follows:

Address a PDF of your submittal to contracting@saws.org. Entitle the subject line of the submission email with **“PS-00117-LE 2021 Sanitary Sewer Overflow Reduction Program (SSORP) Package 1 RFQ Response”** and name of Respondent. If any hard copy proposals are submitted in error, they will **not** be evaluated for consideration. The file size limitation for submission is 10MB. Only one (1) file with all required response information shall be submitted. A brief e-mail response will be provided to acknowledge receipt of your submission. Pages requiring signatures shall be scanned or electronically signed. The submission shall be tabbed and “bookmarked” in PDF to match the response format indicated further in this solicitation. The entire submission shall be in searchable PDF format.

4. Page 41-44, Evaluation Criteria Forms, Project Table(s), are removed in their entirety and replaced with the revised version attached to this Addendum. Respondents shall use this version when submitting a proposal for this RFQ.

All other Evaluation Criteria forms remain unchanged.

CLARIFICATIONS

1. The Project Tables of the Evaluation Criteria forms have been revised to remove the reference to Design Contract Value from the information requested. SAWS is seeking the Construction Contract Value only for each project submitted.

END OF ADDENDUM 4

This Addendum is seven (7) pages in its entirety with the attachments.

Attachments: Evaluation Criteria Forms (4 pages)

Project Table

Evaluation Criteria Form: Similar Projects and Past Performance

- 1) Complete the table provided within the Evaluation Criteria forms identify five (5) relevant projects, of similar size and scope that details the entire project life cycle to the projects identified within this RFQ that were completed within the past five (5) years. Identify key personnel, who are part of the proposed team, and their roles and responsibilities for at least three (3) of the five (5) projects.

- 2) Photos can be inserted but could hinder your availability to provide further project description within the allotted page and are not encouraged

Project #1 Name:			
Description.			
Key Personnel (to include personnel titles and specific project tasks).			
Number of Change Orders (not requested by the Project Owner).			
Construction Contract Value:		Project Owner Name:	
Project Owner's Current Phone Number:		Project Owner's Current E-mail Address:	

Project Table

Evaluation Criteria Form: Similar Projects and Past Performance (continued)

Project #2 Name:			
Description.			
Key Personnel (to include personnel titles and specific project tasks).			
Number of Change Orders (not requested by the Project Owner):			
Construction Contract Value:		Project Owner Name:	
Project Owner's Current Phone Number:		Project Owner's Current E-mail Address:	

Project Table

Evaluation Criteria Form: Similar Projects and Past Performance (continued)

Project #3 Name:			
Description.			
Key Personnel (to include personnel titles and specific project tasks).			
Number of Change Orders (not requested by the Project Owner):			
Construction Contract Value:		Project Owner Name:	
Project Owner's Current Phone Number:		Project Owner's Current E-mail Address:	

Project Table

Evaluation Criteria Form: Similar Projects and Past Performance (continued)

Project #4 Name:			
Description.			
Key Personnel (to include personnel titles and specific project tasks).			
Number of Change Orders (not requested by the Project Owner):			
Construction Contract Value:		Project Owner Name:	
Project Owner's Current Phone Number:		Project Owner's Current E-mail Address:	

Project Table

Evaluation Criteria Form: Similar Projects and Past Performance (continued)

Project #5 Name:			
Description.			
Key Personnel (to include personnel titles and specific project tasks).			
Number of Change Orders (not requested by the Project Owner):			
Construction Contract Value:		Project Owner Name:	
Project Owner's Current Phone Number:		Project Owner's Current E-mail Address:	