



2022 East Side Operations Center Fuel Facility  
Solicitation Number: PS-00138

ADDENDUM 1  
August 31, 2022

To Respondent of Record:

<b>RESPONSES TO QUESTIONS</b>
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- 1. Question:** Can you please clarify on the following items, on Page 14 of PDF, it asks for only three projects for past performance, whereas on evaluation criteria table it asks for 5 projects, which one is correct  
*Response: 5 projects (See Changes to RFQ below).*
- 2. Question:** Under the Evaluation Criteria, a 1-page resume is asked for, 8 positions are listed out, but there is a 6-page limit for resumes. Are 1-page resumes required for every position? If so, we request two additional pages. Or can we submit 8 resumes in 6 pages.  
*Response: An 8-page limit will be allowed for 1-page resumes, as needed.*
- 3. Question:** Will the prime firm or any of the subconsultants worked on the 30% technical report be precluded from proposing on this contract due to unfair advantage of intimate knowledge of existing systems and some of the proposed systems?  
*Response: No firm will be precluded. The scope has changed significantly and the material from the previous project has been made available to all.*
- 4. Question:** Will the two new diesel ASTs only support vehicle fueling operations?  
*Response: Yes*
- 5. Question:** Can the existing UST system remain operable until the AST system is completed?  
*Response: Yes*
- 6. Question:** For secondary containment purposes regarding the delivery truck offload, is there an existing oil water separator or detention structure located at the facility, or will the containment be standalone as shown in the 30% Technical Report.  
*Response: Standalone*
- 7. Question:** Has there been a conversation has been had about having time lapse or live feed construction cameras on this project  
*Response: Not required at this time.*

## Changes to RFQ

Page 14, **IV. Submitting a Response**. The modified to read as follows:

### B. Submission

3. Responses are limited to a maximum of ~~seventeen (17) pages~~ **nineteen (19) 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.

### C. Response Format

#### 4. Team Experience and Qualifications

a. Provide an organizational chart identifying:

- All proposed Key Personnel and Key Subconsultants (including Respondent's personnel), as well as Key Subconsultants who will work on the Project.
- Key Personnel include, at a minimum and as applicable, the Project Manager (PM), QA/QC Lead, Technical Leads (structural design, site/civil design, electrical and I&C design, hydraulics, geotechnical, etc.), Lead Estimator, Lead Scheduler and Permitting Lead.
- The proposed PM must be an employee of the Respondent (prime consultant).
- Key Subconsultant is defined as a consultant that will have a significant role in the Project.

b. Provide a 1-page resume for each proposed Key Personnel. The Project Manager's resume should be included first. Resumes should include the following information:

- Name, title, education.
- Description of professional qualifications (to include licenses, certifications, and associations).
- Number of years with current firm and total number of years of professional experience.
- Brief overview of professional experience and expertise.
- Identify three (3) similar projects completed in the past ten (10) years and provide a detailed description of capabilities and project experience and role in project relevant to the Scope of Services requested within this RFQ. Clearly identify whether the projects listed are with the current firm or part of the individual's professional experience.
- 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.

c. Describe the composition of the team (Prime, Key Subconsultants, and other Subconsultants), role and responsibility of proposed team members and teaming history. If proposed staff is not part of the proposed Key Personnel, please identify lead person from each firm and briefly describe their role.

d. 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.

#### 5. Similar Projects and Past Performance

a. Provide a list of five (5) current and/or previous projects in the last ten (10) years in which Respondent has performed services similar to those sought in this RFQ.

This list, at a minimum, shall include:

- Names of clients and location (city/state)
- Reference contact to include names, titles, emails and current phone numbers
- Corresponding year and duration of the projects (contract NTP and completion date)
- Detailed description of the projects (include specific aspects that Respondents wants considered in the evaluation)
- Provide an explanation for why each project is similar to the Project included in this RFQ.
- Respondent's role and Key Personnel's responsibilities in these projects including the Sub-consultants

b. Provide cost information for a total of three (3) projects submitted as part of bullet (1) above as it relates to the accuracy of the OPCC, comparing the Engineer's 100% design estimate to approved construction contract awards.

## 6. Project Understanding and Approach

a. Provide a detailed approach explaining how your firm would technically execute and complete the services sought in this RFQ on time and within budget. Provide innovative approaches, ideas and recommendations in the approach.

b. Provide responses to the following:

- Familiarity with similar facilities and infrastructure.
- Familiarity with the Project areas.
- Describe Respondent's approach to becoming familiar with local and regional market conditions influencing the design and construction decisions that will affect the cost.
- Understanding of coordination requirements with the involved entities/agencies, responsiveness and follow through.
- Team approach to preparing deliverables to meet deadlines associated with fast-track SAWS requests without compromising the quality of deliverables and Project schedule. Discuss Respondent's schedule recovery approach relative to schedule maintenance.
- Identify risk items from design documents provided by SAWS and describe your proposed approach for mitigating potential impacts from those items
- Describe your approach for coordinating with regulatory and permitting agencies to ensure buy-in and approval.

c. Project specific and unique quality control/quality assurance (QA/QC) and risk management strategies that Respondent engages in similar projects.

- Plan for how the issues will be identified, tracked, and resolved.
- Describe how the independent QA/QC team will review project deliverables to ensure the Project is of high quality and biddable, permitable, constructible, operable, maintainable and cost-effective.
- Respondent's role compared to SAWS role.
- Describe how the accuracy and completeness of the OPCCs are derived for each design phase, and Respondent's familiarity with ACEC's Recommended Practices 17R-97 and 56R-08.
- Describe familiarity with the use of RS Means for developing independent cost estimates for construction change orders.

<b>END OF ADDENDUM</b>
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This Addendum is seven (7) pages, with attachments in its entirety.

ATTACHMENT: Attachment II  
Evaluation Criteria Details and Requirements

## Attachment II Evaluation Criteria Details and Requirements

Respondents not providing a response to each of the criteria listed in Attachment II and the Forms in Attachment III may be considered non-responsive and ineligible for consideration.

Evaluation Criteria	Points	Description	Response Format and Page Limits	Submission Reminders
Team Experience and Qualifications	30 pts	<p>1. Provide an organizational chart identifying:</p> <ul style="list-style-type: none"> <li>▪ All proposed Key Personnel to include Respondent's personnel, as well as Key Subconsultants who will work on the Project.</li> <li>▪ Key Personnel include, at a minimum and as applicable, the Project Manager (PM), QA/QC Lead, Technical Leads (mechanical design, structural design, site/civil design, electrical and I&amp;C design, corrosion, hydraulics, treatment process, odor control, etc.), Permitting Lead, Lead Scheduler, and Lead Estimator.</li> </ul>	One (1) page limit	<ul style="list-style-type: none"> <li>✓ Ensure Key Personnel identified are included in the organizational chart.</li> <li>✓ The proposed Project Manager must be an employee of the Respondent (Prime Consultant).</li> <li>✓ Key Subconsultant is defined as a consultant that will have a significant role in the Project.</li> <li>✓ Ensure all Subconsultants identified match those listed on the Good Faith Effort Plan.</li> </ul>
		<p>2. Provide a 1-page resume for each proposed Key Personnel. <u>The Project Manager's resume should be included first.</u> Resumes should include the following information:</p> <ul style="list-style-type: none"> <li>▪ Name, title, education.</li> <li>▪ Description of professional qualifications (to include licenses, certifications, and associations).</li> <li>▪ Number of years with current firm and total number of years of professional experience.</li> <li>▪ Brief overview of professional experience and expertise.</li> <li>▪ Identify three (3) similar projects completed in the past ten (10) years and provide a detailed description of capabilities and project experience and role in project relevant to the Scope of Services requested within this RFQ. Clearly identify whether the projects listed are with the current firm or part of the individual's professional experience.</li> <li>▪ List all active projects the team member is currently assigned to for the duration of the Project, to include</li> </ul>	Six (6) <del>Eight (8)</del> page limit	<ul style="list-style-type: none"> <li>✓ Key Personnel resumes should not include an exhaustive list of projects but should instead focus on projects that are <u>relevant to the scope of services</u> within this RFQ to include their role.</li> </ul>

Evaluation Criteria	Points	Description	Response Format and Page Limits	Submission Reminders
		<p>the phase and percentage of time allocated to each of the projects listed.</p> <p>3. Describe the composition of the team (Prime, Key Subconsultants, and other Subconsultants), role and responsibility of proposed team members and teaming history. If proposed staff is not part of the proposed Key Personnel, please identify lead person from each firm and briefly describe their role.</p> <p>4. 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.</p>	<p>One (1) page limit</p> <p>Fillable Forms</p>	<p>✓ Ensure Respondent has worked with the proposed Subconsultants in the past.</p> <p>✓ Clearly define roles and responsibilities for all proposed firms.</p> <p>✓ In addition, fill in the table provided within the Evaluation Criteria forms.</p> <p>✓ Fill in the table provided within the Evaluation Criteria forms.</p>
Similar Projects and Past Performance	30 pts	<p>1. Provide a list of five (5) current and/or previous projects in the last ten (10) years in which Respondent has performed services similar to those sought in this RFQ. This list, at a minimum, shall include:</p> <ul style="list-style-type: none"> <li>▪ Names of clients and location (city/state)</li> <li>▪ Reference contact to include names, titles, emails, and current phone numbers</li> <li>▪ Corresponding year and duration of the projects (contract NTP and completion date)</li> <li>▪ Detailed description of the projects (include specific aspects that Respondents wants considered in the evaluation)</li> <li>▪ Provide an explanation for why each project is similar to the Project included in this RFQ.</li> <li>▪ Respondent's role and Key Personnel's responsibilities in these projects including the Sub-consultants</li> </ul> <p>2. Provide cost information for a total of three (3) projects submitted as part of bullet (1) above, as it relates to the accuracy of the OPCC, comparing the Engineer's 100% design estimate to approved construction contract awards.</p>	<p>Fillable Forms</p> <p>Fillable Forms</p>	<p>✓ Fill in tables provided within the Evaluation Criteria forms. No additional narrative is required.</p> <p>✓ Similar projects are considered projects of similar scope, complexity, and contract value.</p> <p>✓ Key Personnel should have participated in the same role as proposed for this project.</p> <p>✓ Ensure contact information for references is correct and up to date.</p> <p>✓ Use table provided within the Evaluation Criteria forms. No additional narrative is required.</p>

Evaluation Criteria	Points	Description	Response Format and Page Limits	Submission Reminders
Project Understanding and Approach	25 pts	1. Provide a detailed approach explaining how your firm would technically execute and complete the services sought in this RFQ on time and within budget. Provide innovative approaches, ideas, and recommendations.	Five (5) page limit. One (1) 11" x 17" Exhibit allowed (not counted towards page limit).	✓ Responses to these criteria should clearly demonstrate Respondent's familiarity with the Scope of Services identified within this RFQ.
		2. Provide responses to the following: <ul style="list-style-type: none"> <li>▪ Familiarity with SAWS facilities and infrastructure</li> <li>▪ Familiarity with the Project areas</li> <li>▪ Describe Respondent's approach to becoming familiar with local and regional market conditions influencing the design and construction decisions that will affect the cost.</li> <li>▪ Understanding of Project related issues and difficulties (design and construction), and solutions proposed.</li> <li>▪ Understanding of coordination requirements with the involved entities, responsiveness and follow through.</li> <li>▪ Team approach to preparing deliverables to meet deadlines associated with fast-track SAWS requests without compromising the quality of deliverables and Project schedule. Discuss Respondent's schedule recovery approach relative to schedule maintenance.</li> </ul>	Two (2) page limit	

Evaluation Criteria	Points	Description	Response Format and Page Limits	Submission Reminders
		<p>3. Project specific and unique quality control/quality assurance (QA/QC) and risk management strategies that Respondent engages in similar projects.</p> <ul style="list-style-type: none"> <li>▪ Plan for how the issues will be identified, tracked, and resolved.</li> <li>▪ Describe how the independent QA/QC team will review project deliverables to ensure the Project is of high quality and biddable, permittable, constructible, operable, maintainable, and cost-effective.</li> <li>▪ Respondent’s role compared to SAWS role.</li> <li>▪ Describe how the accuracy and completeness of the OPCCs are derived for each design phase and the Respondent’s familiarity with ACEC’s Recommended Practices 17R-97 and 56R-08.</li> <li>▪ Describe familiarity with the use of RS Means for developing independent cost estimates for construction change orders.</li> </ul>	One (1) page limit	
Small, Minority, Woman, and Veteran-owned (SMWVB) Business Participation	15 pts	Complete Exhibit B indicating Respondent’s commitment to SAWS’ SMWVB policy, which will be based on meeting or exceeding the minimum SMWVB goal of 40%. All Sub-consultants should be included on this form, regardless of their SMWVB status.	Exhibit B	✓ Ensure sub-consultants listed on the organizational chart are included on the GFEP.

**100 pts**