



**2024 AMERICA’S WATER INFRASTRUCTURE ACT OF 2018
COMPLIANT RISK ASSESSMENT AND EMERGENCY RESPONSE PLAN
Solicitation No. Q-24-001-LE**

**ADDENDUM 1
April 10, 2024**

To Respondent of Record:

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| RESPONSES TO QUESTIONS |
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1. What are the specific requirements for the consultant to meet to implement the ERP and the Security Master Plan?
 - a. Is this project management?
 - b. Is it an assessment of successful implementation?
 - c. Is it testing to validate each plan?
 - d. or combination of the above?

Response:

- a. Yes, the selected Consultant shall meet with stakeholders to update the ERP plan and complete the Risk and Resilience Assessment, track the project, and meet implementation objectives.
- b. No. It is to update the current ERP plan based on an updated Risk and Resilience Assessment and input of stakeholders on threats and hazards.
- c. No testing will be required by the selected Consultant.
- d. Please see responses to a, b, and c.

2. What type of Security and/or Emergency Management frameworks/guidance do you follow?
i.e. ASIS, IAEM, NFPA, FEMA

Response: SAWS follows FEMA, NIMS, and AWWA J100.

3. Are all point of contacts identified and available to meet with the consultants to provide information in a timely manner?

Response: Yes, a SAWS Project Manager will be assigned and readily available to the selected Consultant.

4. In the documentation review period prior to project start is SAWS willing to share all existing plans and other supporting documents for review.

Response: No, this information cannot be shared since it is confidential. The selected Consultant will be provided access to documentation review after providing a signed Non-Disclosure Agreement. *Please see Section C.3. paragraph two (2) for additional information.*

5. Who is the project manager, and their title and function at SAWS who is assigned to this engagement.

Response: The SAWS team will consist of a SAWS Emergency Manager, a Planning and Emergency Response Coordinator, and a Project Manager from SAWS Production & Treatment.

6. Has your existing ERP been tested? If so, what is the frequency?

Response: Yes, SAWS tests the ERP through exercises and real events about three (3) times per quarter.

7. Has your ERP been activated within the last 12 months due to an actual disaster?

Response: Yes, the ERP has been activated in the last twelve (12) months. The selected Consultant will be provided the details related to these events.

8. How are lessons learned tracked, and are lessons learned that remain not remediated documented for review once the project starts?

Response: Yes, lessons learned are tracked using HSEEP AAR. Any items that are not remediated will be reviewed by selected Consultant once the project starts.

9. Is your physical and cyber security response integrated?

Response: Yes, they actively coordinate responses.

10. Do you have a Business Continuity Plan and is it integrated with your ERP?

Response: Yes, our Business Continuity Plan is incorporated in the ERP.

11. Does your ERP include dependencies and details for response with external agencies.

Response: No, it does not.

12. Have you participated in testing with external agencies to inform response?

Response: Yes, SAWS participates in regular exercises with external agencies.

13. Will staff be available from throughout the organization to participate in facilitated assessment workshops?

Response: Yes, assigned staff will be readily available to the selected Consultant.

14. Is our understanding correct that being a HUB satisfies the SBOP requirement?

Response: Yes, HUB satisfies the SBOP requirement if a company also has a business presence/location in one of the following counties: Bexar, Comal, Guadalupe, Hays, Kendall, Travis, or Williamson.

15. Will the previous consultant who did the last 2018 AWIA assessment and ERP update, will they be precluded in pursuing this RFQ and select a new consultant with new perspectives?

Response: No, they will not be precluded, but SAWS is seeking proposals from all interested and qualified firms.

16. What was the date SAWS certified completion of risk assessment and ERP for update done in year 2020?

Response: The Risk and Resilience Assessment was completed in February 2020. The ERP was completed in August 2020.

17. RFQ says Evaluation criteria forms are not included in page count, but there are individual page limits in each section. Are these included in overall 20-page limit? What is all included in 20-page limit?

Response: No, the Evaluation Criteria forms page limits do not count toward the 20-page limit as they are a required document. Please reference Section IV.B.3 for a list of required documents for this RFQ that do not count towards the page limit. Respondents may include any additional documents that are not listed as required (organizational chart, resumes, etc. that are not identified in Section IV.B.3. that will count towards the maximum 20-page limit.

18. Since the Evaluation Criteria Forms (Project Team Experience and Qualifications, Resumes, Team Availability, Similar Projects and Past Performance, Project Approach) do not count toward the 20-page limit, what information does count toward the page limit?

Response: Please see response to Question #17 in this Addendum.

End of Addendum 1

This Addendum is three (3) pages in its entirety with no attachments.