



Water Resources Integration Program (WRIP) Phase 2 Pump Station Improvements
Solicitation Number: CO-00339-SM
Job No.: 16-8604

ADDENDUM 6
July 13, 2020

To Bidder of Record:

This addendum, applicable to work referenced above, is an amendment to the bid proposal, plans and specifications and as such will be a part of and included in the Contract Documents. Acknowledge receipt of this addendum by entering the Addendum number and issue date on the space provided in submitted copies of the bid proposal.

CLARIFICATIONS

1. To minimize travel and the need for Respondents to hand deliver proposals during the COVID19 Emergency, SAWS has provided the option to submit the proposals electronically. See the Electronic Proposal Opening Instructions attached to this Addendum.
2. The public Proposal Opening will be conducted on video via a WebEx meeting. See the Electronic Proposal Opening Instructions attached to this Addendum.

CHANGES TO SPECIFICATIONS

1. **PROPOSAL PACKET CHECKLIST.** The Proposal Packet Checklist is hereby deleted in its entirety and replaced with the revised Proposal Packet Checklist attached to this Addendum. This revised version should be used by Respondents when submitting for this RFCSP.
2. **INSTRUCTIONS TO RESPONDENTS.** Sections 1(a-e), 2 a, and 4 of the Instructions to Respondents are hereby deleted in their entirety and replaced with the following:
 - “1. Proposals will be submitted in accordance with the following:
 - a. **Electronic proposals will be received by Contract Administration in the SAWS secured File Transfer Protocol (FTP) site.** All proposals will be received until the date and time specified in the Request for Competitive Sealed Proposals.
 - b. All electronic proposals received after the exact time set for the proposal opening in the Request for Competitive Sealed Proposals **will be returned/ deleted and unopened.**
 - c. The San Antonio Water System Contracting Office may, at its sole discretion, without waiver of rights or authority, in equity or at law, **return or delete any unopened proposals** not meeting the exact requirements as stated above.

2. Proposals will be opened in accordance with the following:
 - a. Proposals will be opened **in a public WebEx meeting** and the names of the offerors and all prices stated on each price proposal will be read aloud by a Contract Administration representative. Instructions on how to participate in this public WebEx meeting can be found in the Electronic Proposal Opening Instructions.”

All other language in this section remains the same.

4. **Electronic** proposals must be submitted with the original price proposal form attached herein and shall be sealed in an envelope or submitted through the SAWS FTP site and shall be titled with the solicitation number, date and time of the proposal opening, and the name of the project.”
3. **Supplementary Instructions to Respondents, Section F (1-8) shall be removed and replaced with the following:**

F. FORMAT OF PROPOSALS *(font in bold has been revised)*

1. Proposals shall be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of this RFCSP. Emphasis shall be (in no particular order) on the quality, completeness, clarity of content, responsiveness to the requirements, responsiveness to the evaluation criteria, and an understanding of SAWS needs.
2. Respondents shall utilize the fillable evaluation forms provided by SAWS to prepare the response to this RFCSP. The cover, cover letter (if any), table of contents, divider sheets, proposal checklist, financial statement, Good Faith Effort Plan, Price Proposal, and any other required documents will not count as printed pages.
3. **Proposals shall be submitted in three (3) pdf files. Respondents should reference the revised Respondent’s Proposal Checklist to ensure all required items are included.**
4. Respondents shall carefully read the information contained in this RFCSP and submit a complete response to all requirements and questions as directed. Incomplete Proposals may be considered non-responsive and subject to rejection.
5. Proposals and any other information submitted by Respondents in response to this RFCSP shall become the property of SAWS.
6. Respondents shall utilize the Respondent’s Proposal Checklist provided in this RFCSP **and must provide page numbers for all pages of the proposal.**
7. Separate and identify each evaluation criteria response of this RFCSP by use of a divider sheet with an integral tab for ready reference in the order indicated within the Respondent’s Proposal Checklist.

All other language in the remainder of the Supplementary Instructions to Respondents remains the same

4. Respondents must read and understand the requirements.

END OF ADDENDUM

This Addendum is Seven (7) page(s) in its entirety.



**Water Resources Integration Program (WRIP) Phase 2 Pump
Station Improvements
Solicitation Number: CO-00339**

**ELECTRONIC PROPOSAL OPENING INSTRUCTIONS
June 16, 2020 AT 10:00 AM (CDT)**

FTP PROPOSAL UPLOAD

In order to receive **electronic proposals** for this RFCSP, SAWS will utilize a SAWS secured File Transfer Protocol (FTP) site. Only Respondents submitting as Prime Contractors will need to submit their request prior to **June 15, 2020 by 10:00 am (CDT)** to receive access to the FTP site via email to **stella.manzello@saws.org**. Respondent's email shall provide the legal name of the Respondent's company and the intended recipient's email address and phone number. No requests for FTP site access will be accepted after **June 15, 2020 by 10:00 am (CDT)**. Once a Respondent is approved for access, an email with a hyperlink to the FTP site and a unique password for the Respondent will be provided to the Respondent's email recipient.

Once access is received, Respondents may upload the required documents per the revised Respondent's Proposal Checklist any time before **June 16, 2020 at 10:00 AM (CDT)**. **Please ensure to allow sufficient time should Respondents experience technical difficulties in uploading the required documents. No changes to the proposal price can be made once the proposal has been submitted.**

Respondents shall comply with the following:

- 1) Limit files to three (3) pdf files that includes all items as indicated on the revised Respondent's Proposal Checklist. **ONLY 3 SUBMITTALS PER RESPONDENT WILL BE ACCEPTED PER REQUEST.** Do not upload zip files.
- 2) Ensure that the itemized General Price Proposal Items is the first page(s) of File 1.
- 3) Respondents may protect the documents from editing by adding a password. **However, the document must be accessible for viewing by SAWS without requiring a password.**
- 4) Files shall be titled as required on the Respondent's Proposal Checklist.
- 5) **DO NOT SHARE ACCESS AND/OR PASSWORD WITH OTHER PARTIES OUTSIDE YOUR COMPANY.**
- 6) **ENSURE THE PROPOSAL IS SENT NO LATER THAN THE DUE DATE AND TIME. PROPOSALS SUBMITTED AFTER THE PROPOSAL OPENING DEADLINE WILL NOT BE ACCEPTED.**

If Respondent is in need of help, they may contact the SAWS Contract Administrator, **Stella Manzello**, at **210-233-3854** or view troubleshooting tips at <http://www.Serv-U.com/sharefiles>

WEBEX PROPOSAL OPENING MEETING

WebEx meeting details are below, if Respondent would like to view the public opening of the price proposals.

When it's time, start or join the WebEx meeting from [here](#).

Access Information

Meeting Number: **996 228 257**

Meeting Password: Co-00339

Audio Connection: +1-469-210-7159 United States Toll (Dallas)

+1-408-418-9388 United States Toll

If Respondent has questions or concerns, please contact Stella Manzello.

Stella Manzello

Contract Administrator

2800 U.S. Highway 281 North, Ste. 171 | San Antonio, TX 78212

Office | 210-233-3854

Email | stella.manzello@saws.org

RESPONDENT'S PROPOSAL CHECKLIST

Project Name: Water Resources Integration Program Phase 2 Pump Station Improvements Project

SAWS Job No. 16-8604

SAWS Solicitation Number: CO-00339

File - Titled: PRICE PROPOSAL_CO00339_FIRMNAME

- General Price Proposal Items (latest version)
- Signed Price Proposal Signature Page/Acknowledgement of Addendums
- Signed Proposal Certification Page (PC-1)
- Bid Bond
- Financial Statement

***If proposal is submitted electronically without Bid Bond, SAWS will require check within 24 hours of bid opening**

- Cashier's Check or Certified Check

File - Titled: ORIGINAL PROPOSAL_CO00325_FIRMNAME

- Proposal Checklist
- Statement on President's Executive Orders – Page IR-8
- Good Faith Effort Plan
- Conflict of Interest Questionnaire – Form CIQ (*Rev. 11/30/2015*)
- W-9
- Proof of Insurability (Letter from Insurer or Sample Certificate of Insurance)
- Respondent Questionnaire
- Supplemental Instructions to Respondents
 - Evaluation Criteria Form
 - Total Recordable Incident Rate (TRIR)
 - Experience Modification Rate (EMR)
 - Key personnel organizational chart with description of roles and responsibilities Resumes (Key
 - Personnel for Prime and Key Subcontractors)
 - Project Schedule (Primavera or Microsoft Project)
 - SMWB certificate copy (if applicable)

File - Titled: COPY_CO00325_FIRMNAME

(Differs from original -Excludes Price Proposal and Financial Statement)

- Proposal Checklist
- Respondent Questionnaire
- Supplemental Instructions to Respondents
 - Evaluation Criteria Form
 - Total Recordable Incident Rate (TRIR)
 - Experience Modification Rate (EMR)
 - Key personnel organizational chart with description of roles and responsibilities Resumes (Key
 - Personnel for Prime and Key Subcontractors)
 - Project Schedule (Primavera or Microsoft Project)
 - SMWB certificate copy (if applicable)

Project Name: **Water Resources Integration Program Phase 2 Pump Station Improvements Project**
SAWS Job No. **16-8604**
SAWS Solicitation Number: **CO-00339**

I certify that the proposal packet submitted includes all required items as indicated above.

Signature

Date

Printed Name

Title

Firm Name