



Real Estate Property Acquisition Services RFP  
Solicitation Number: R-23-012-LE

**ADDENDUM 1**  
**December 6, 2023**

To Respondent of Record:

**RESPONSE TO QUESTIONS**

1. On the Respondent Questionnaire, Item #7 – Affirmative Action states “Respondent agrees to adhere to the EEO requirements contained in the RFP Section V, sub-section B.1.” Section V in the RFP is titled “Exhibit B-Conflict of Interest Questionnaire” which does not reference Affirmative Action. Would you clarify the location of any Affirmative Action requirements?

***Response:** SAWS determined a Good Faith Effort Plan for Small, Minority, and Woman-owned Businesses (SMWB), as well as small business requirements, are not required for this project. Therefore, the language for Affirmative Action has been removed from the Respondent Questionnaire. Please see #2 and #3 of Changes to the RFP in this addendum.*

2. Do we only need to submit a resume for the Principal of our firm who will manage SAWS projects, or do we also submit resumes of our Agents? If we need to submit resumes for our Agents, do the resumes count against the 16-page limit?

***Response:** Yes, that is correct. However, if the Respondent has a sub-agent Principal their resume should also be included. Resumes do not count toward the page limit. See #2 of Changes to the RFP.*

3. Does SAWS have a preference for the billing of acquisition services (hourly vs. per parcel)?

***Response:** Yes, SAWS prefers per parcel.*

4. Does SAWS have an estimate of the number of parcels targeted for acquisition over the next five-year contract?

***Response:** The volume will fluctuate from year to year depending on SAWS projects. Typical volume would be between 15-100 parcels per year.*

5. We have significant past experience working on behalf of the City as well other public entities, but we don’t have much experience doing right of way work. Would SAWS consider a team approach in which we would partner with another firm which does offer that expertise?

***Response:** Respondents may form teams as they see fit based on the scope of services and requirements outlined within the RFP. However, SAWS will evaluate and rank each of the proposals when reviewing the background, experience, and qualifications for each Respondent. Points may be deducted at SAWS discretion when comparing each firm’s*

proposal against the published evaluation criteria. Also, Respondent's shall ensure per I, C. Additional Requirements, 2., that their team includes a member in good standing with the International Right of Way Association (IRWA).

**CHANGES TO THE RFP**

- 1. Page 4, I. Project Information, Section D, Estimated Timeline, Q & A posted to Website is replaced as follows:**

December 6, 2023 by 4:00p.m CST ..... Q & A Posted to Website

All other items in this section shall remain the same.

- 2. Page 6, Section IV. Submitting a Response, B.3,** is removed and replaced to read as follows (to remove the Good Faith Effort Plan and SCRTA Certificates and insert resumes):

*Responses are limited to a maximum of **sixteen (16) pages** per proposal. Required forms do not count toward the page limit. Required forms are the Submittal Response Checklist, Respondent Questionnaire, Evaluation Criteria Forms, W-9 form, Insurance requirements, and the Conflict-of-Interest Questionnaire. The cover page, tabs, and resumes do not count towards the page limit. Number each page starting with the cover letter, including text charts and graphic images.*

All other items in this section remain the same.

- 3. Page 16, Respondent Questionnaire,** remove in its entirety and replace, with the revised version attached to this Addendum. Respondents should utilize the revised version of the Respondent Questionnaire when submitting a proposal for this RFP.

**END OF ADDENDUM 1**

This Addendum is six (6) pages in its entirety, with the attachments.

Attachment:

Respondent Questionnaire (4 pages)



# RESPONDENT QUESTIONNAIRE

**PROJECT NAME:** Real Estate Property Acquisition RFP

**Instructions:** The Respondent Questionnaire is a required questionnaire. If not applicable, please enter N/A. Complete the questionnaire by inserting the requested information. Do not modify or delete the questions.

## **GENERAL INFORMATION**

1. **Respondent Information:** Provide the following information regarding the Respondent.  
(NOTE: Co-Respondents are two or more entities proposing as a team or joint venture with each signing the contract, if awarded. Sub-Consultants are not Co-Respondents and should not be identified here. If this proposal includes Co-Respondents, provide the required information in this Item #1 for each Co-Respondent by copying and inserting an additional block(s) before Item #2.)

Respondent Name: \_\_\_\_\_  
(NOTE: Give exact legal name as it will appear on the contract, if awarded.)

Principal Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

Social Security Number or Federal Employer Identification Number: \_\_\_\_\_

2. **Operational Contact Information:** List the one person who SAWS may contact concerning your proposal or setting dates for meetings.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

3. **Legal Contact Information:** If a contract were to be awarded, list where all notices under the Contract shall be sent to. This is in addition to the Operational Contact.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

4. Identify the principal contact person authorized to commit the Respondent to a contractual agreement.

\_\_\_\_\_  
\_\_\_\_\_

5. Does Respondent anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?

Yes  No

6. Is Respondent authorized and/or licensed to do business in Texas?

Yes  No  If "Yes", list authorizations/licenses.

---

---

7. **Debarment/Suspension Information:** Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

Yes  No  If "Yes", identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

8. **Bankruptcy Information:** Has the Respondent ever been declared bankrupt or filed for protection from creditors under state or federal proceedings?

Yes  No  If "Yes", state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets.

---

9. Provide any other names under which Respondent has operated within the last 10 years. If not applicable, please enter N/A.

---

10. **Litigation Disclosure:** Respond to each of the questions below by checking the appropriate box. Failure to fully and truthfully disclose the information required in the Litigation Disclosure questions may result in the disqualification of your proposal from consideration or termination of the contract, once awarded.

a. Have you or any member of your Firm or Team to be assigned to this project ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

Yes  No

b. Have you or any member of your Firm or Team to be assigned to this project been terminated (for cause or otherwise) from any work being performed for the San Antonio Water System or any other Federal, State or Local Government, or Private Entity?

Yes  No

c. Have you or any member of your Firm or Team to be assigned to this project been involved in any claim or litigation with the San Antonio Water System or any other Federal, State or Local Government, or Private Entity during the last ten (10) years?

Yes  No

If you have answered "Yes" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

11. **Compliance Agreement:**

Nondisclosure. No information obtained by Respondent from SAWS shall be disclosed by Respondent to any third party. In the event Respondent is subject to the Texas Public Information Act, upon receipt of a request for any information obtained by Respondent, Respondent shall provide notice to SAWS of the request along with a copy of the request, and give SAWS the opportunity to respond to the request prior to its release by Respondent.

No Lobbying and Compliance with Law. During the selection process for the project named in this RFP, Respondent agrees to comply with all applicable laws and regulations, including but not limited to restrictions against direct or indirect lobbying of public officials. Respondent agrees not to make or permit to be made any improper payments, or to perform any unlawful acts.

This agreement shall be construed to be enforceable to the maximum extent permitted by law.

Failure to complete this question or comply with its terms may subject this firm to elimination from the selection process at any time.

Does the Respondent agree to the above?

Yes  No

12. **Security Procedures:** Respondent acknowledges having read the security procedures in Exhibit D and understands the requirements. Respondent is prepared to perform at their own expense background security checks on their employees, or the employees of their consultants or sub-consultants if requested by SAWS.

Yes  No

13. **No Boycotting and No Discrimination Verifications:** Respondent acknowledges having read the No Boycotting and No Discrimination Verifications Exhibit "G" and understands the requirements. Respondent can and will make this verification if awarded a contract.

Yes  No

14. **Government Code Chapter 2274 verifications:**

a. Are you, Contractor, held or controlled by individuals who are citizens of China, Iran, North Korea, Russia, or a country designated by the Governor of the State of Texas pursuant to Texas Government Code Chapter 2274?

Yes  No

b. Are you, Contractor, held or controlled by a company or other entity, including a governmental entity, that is owned or controlled by citizens of or directly controlled by the government of China, Iran, North Korea, Russia or a country designated by the Governor of the State of Texas pursuant to Texas Government Code Chapter 2274?

Yes  No

c. Are you, Contractor, headquartered in China, Iran, North Korea, Russia, or a country designated by the Governor of the State of Texas pursuant to Texas Government Code Chapter 2274?

Yes  No

15. **Contract Terms and Conditions:** Respondent acknowledges having read the contract attached to this RFP. By responding to this RFP/RFQ, Respondent agrees to these terms and conditions.

No Exceptions  Exceptions  If "Exceptions", they must be submitted with the proposal. Respondents shall submit exceptions with proposed alternative language to SAWS as an attachment accompanying this questionnaire. Exceptions will not be accepted after the proposal deadline.

16. **Addendums:** Each Respondent is required to acknowledge receipt of all addendums.

None  Yes  If "Yes", Identify.

---

The information provided above is true and accurate to the best of my knowledge. Furthermore, we understand that failure to complete the Respondent Questionnaire may subject this firm to elimination from the selection process.

---

Signature

---

Date

---

Printed Name

---

Title