



REQUEST FOR QUALIFICATIONS

SOLICITATION NO: PS-00006-MF
2015 Electrical Engineering Design Services
Contract – PRT Engineering

SOLICITATION NO: PS-00007-MF
2015 Environmental and Archaeological Services
Contract – PRT Engineering

SOLICITATION NO: PS-00008-MF
2015 Mechanical, Electrical, Plumbing (MEP) Engineering Design Services
Contract – PRT Engineering

Addendum No. 1 | August 12, 2015

QUESTIONS AND ANSWERS

1. Will programming services be required? This includes local PLC system, top end SCADA system, relays, instrumentation, etc. programming.
*Response: Programming services will **not** be required.*
2. Is this a multi-year contract? I was unable to find any information related to the duration of the term.
Response: Please reference #2 – Changes to the RFQ of this Addendum.
3. Will the System contract multiple consultants, or will these three groups of services fall under one consultant contract?
Response: Each of the three (3) solicitations (projects) identified within this RFQ will be evaluated separately. Please reference #1 – Changes to the RFQ of this Addendum.

4. Are resumes required for sub-consultant or just the prime team?
Response: Yes, resumes are required for all team members identified within the organizational chart as part of the Respondent's response to the evaluation criteria for Resumes and Relevant Experience.
5. Does the org chart count as a required document and therefore not counted towards final page count?
Response: An organizational chart is required and does count towards the final page count.
6. Under Item C (Response Format) in Section IV of the RFQ, the Management Ability paragraph explains that "The work plan should provide at a minimum itemized tasks, timelines and resource requirements." Can you detail the type of resource requirements desired (ie: personnel or equipment) for each listed task?
Response: Additional details regarding specific tasks and timelines for each work order are unavailable at this time. The Respondent should familiarize themselves with the scope of services identified within this RFQ when providing narrative in response to Item 7 – Management Ability. It is the sole responsibility of the Respondent to determine the resources required to manage the work orders that will result in a successful project.
7. Do we need to have our insurance agents prepare Certificates of Insurance at this time for inclusion in the submittal, or will these simply be required after the award is made? If required in the submittal, will our subconsultants need to also submit certificates?
Response: Sample certificates will not be required by the consultant or the subconsultants. Please reference #4 and #5-Changes to the RFQ within this Addendum.
8. If Certificates of Insurance are required in our submittal, should we use the Solicitation Number in place of the SAWS Project Number on the certificates? What should be used for the Reference Number in the Certificate Holder box?
Response: Please reference response to Question #7.
9. The checklist mentions a "commitment letter to provide the lines of insurance coverage required." Does this letter only need to be completed if insurance requirements are not met? Is there a template or preferred format for this letter and do we need to detail the insurance coverage we currently possess?
Response: The commitment letter is a required document and must be submitted by the Respondent's insurance agent verifying that they can provide the commercial insurance coverage required as part of the Professional Service Agreement as outlined within Exhibit A, SAWS Standard Insurance & Certificate of Liability Insurance Requirement of this RFQ. SAWS does not have a template or preferred format for this letter. It is not necessary to detail the insurance coverage the Respondent currently possesses.
10. Do we need to include W-9s for our subconsultants as well?
Response: No.
11. Do we answer the Litigation Disclosure questions in the Respondent Questionnaire for the whole team (including our subconsultants)?
Response: Litigation disclosure questions should be answered by the Responding firm, not for the proposed team.
12. Do our subconsultants need to also complete the Conflict of Interest Questionnaire, and do we include those in our submittal?
Response: A Conflict of Interest Questionnaire (CIQ) is required as part of the Respondent's proposal. Subconsultants do not need to complete a CIQ.
13. If we submit a GFEB to perform 100% of the work as the prime, will that result in no points awarded in the evaluation criteria for adherence to affirmative action and small, minority and women business participation?
Response: Correct.

14. Can you please describe “Item 7 - Management Ability” in more detail, specifically the itemization of each task with all associated timelines and resources required?

Response: Please reference response to Question 6.

15. Which federal permits are required for the GCWA surveys and any cave surveys? I have experience with multiple endangered/threatened bird species surveys, particularly passerines (southwest willow flycatchers, cape-sable seaside sparrows, yellow-billed cuckoos, least bell’s vireos). Is that experience enough to qualify me for any permits that may be required? For the cave surveys, are they for bats or other species, such as amphibians? If for bats, I will hold a bat handling federal permit by next summer, but not for the Texas region. I’m not sure what time of permit is required for the state of Texas. I. Could they clarify the exact permits required?

Response: This information is unavailable at this time. Required permits, if any, will be identified as part of the work order once issued to the selected consultant.

END OF QUESTIONS AND ANSWERS

CHANGES TO THE RFQ

1. Page 4, B. General Requirements, add a third bullet to read:

- *Each of the three (3) solicitations (projects) identified within this RFQ will be evaluated separately. SAWS may select one (1) or more consultants to perform the same scope of work on an as needed basis. SAWS may also select one (1) or more consultants to perform multiple scopes of work.*

2. Page 4, B. General Requirements, add a fourth bullet to read:

- *Term of these projects will be two (2) years with a one (1) year option to renew.*

3. Page 7, B. Submission, 3., first sentence which reads:

Responses are limited to a maximum of 15 pages per proposal

Is amended to read:

*Responses are limited to a maximum of 15 pages per proposal, **per project.***

4. Page 8, V. Other Required Documents, A. Exhibit A. – Insurance Requirements of Proof of Insurability, delete the paragraph in its entirety and replace with the following:

Respondent shall submit a commitment letter from their firm’s insurance agent ensuring that they can provide the required lines of Respondent’s commercial insurance coverage as indicated in this RFQ.

5. Page 14, Submittal Response Checklist. Remove in its entirety and replace with the revised version attached to this Addendum.

END OF CHANGES TO THE RFQ

No other items, dates or deadlines for this RFQ are changed.

END ADDENDUM 1

SUBMITTAL RESPONSE CHECKLIST

Project Name: _____

Use the checklist to ensure that the proposal is complete by checking off each item included with your response. Sign and date this form and include this page with each proposal.

- Project Submittal Identification Form
- Respondent Questionnaire
- Completed and signed W-9 Form, and include email address or fax number
- Resumes and Relevant Experience
- Similar Past Projects and Performance
- Management Ability
- Commitment to Quality
- Commitment letter from Respondent's Insurance Agent to provide the lines of insurance coverage required.
- Exhibit "B" – Good Faith Effort Plan
- Exhibit "C" – Conflict of Interest Questionnaire

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

Signature

Date

Printed Name

Title