



REQUEST FOR QUALIFICATIONS

2017 Sanitary Sewer Overflow and Reduction Program Engineering Design Contracts

Solicitation No.: PS-00045

Addendum 3 | September 1, 2017

CLARIFICATIONS

1. SAWS will not provide the final version of the 30% design deliverable for each of the three (3) projects to selected firms during negotiations as originally planned. However, the draft version of the document and/or any additional pertinent information needed will be provided instead and changes to the RFQ have been identified below.

END OF CLARIFICATIONS

QUESTIONS AND ANSWERS

1. **Question: The RFQ requires us to show the sub name, role on the project and relevant experience. We can show the sub names and roles within the 456 character limit. Would SAWS consider doubling the character limit so we can show relevant experience for each of our subs per the RFQ requirement?"**

Answer: The character limit has not been increased. However, a table has been inserted into the Evaluation Criteria form that will assist Respondent's in capturing relevant experience for their entire team, including sub-consultants. Reference #6 and #12 of CHANGES TO THE RFQ within this Addendum.

2. **Question: Some clients don't have fax numbers, if they are not available, can SAWS waive this requirement.**

Answer: Yes, reference #13 to CHANGES TO THE RFQ within this Addendum.

3. **Question: Attachment F allows to submit only 5 similar projects, if we show 5 projects for prime and if we want to show sub consultant experience, how and where do we do that?**

Answer: If the Respondent opts to include any sub consultant experience, it should be captured under Attachment F, #3. The decision to provide prime experience and/or sub consultant experience for the 5 allotted projects must be determined by the Respondent.

4. **Question: If we show only 4 projects for prime and one page for sub consultant based on Attachment F page constraints, would we lose any points? In other words, would prime project and a sub consultant project receive same score or do they have different scoring?**

Answer: Points will not be deducted if the Respondent believes it would be beneficial and chooses to provide sub consultant experience as part of the 5 projects allowed to demonstrate relevant experience.

Respondents should ensure they submit the most relevant experience and must determine what information, including which past projects, best highlights and demonstrates their capability to deliver this project successfully, on time, and within budget.

5. **Question: Can we submit an electronic copy of SOQ on a CD in lieu of a USB flash drive.**

Answer: Yes, reference #11 under CHANGES TO THE RFQ within this Addendum.

END OF QUESTIONS AND ANSWERS

CHANGES TO THE RFQ

- 1. Cover page, remove the deadline, which states September 8, 2017 at 2:00 p.m. (CST) and replace with September 15, 2017 at 2:00 p.m. (CST).**
- 2. Page 1, remove the last sentence of Section I. Project Information, item A. Objective and replace with the following:**

A draft version of the 30% design deliverables and/or any additional pertinent information needed will be made available to the selected firms for each project during the negotiation phase, which will be the basis for the scope of work.

The remainder of this section shall stay the same.

- 3. Page 1, remove the first bullet of #1 from Section I. Project Information, item C. Scope of Services and replace with the following:**

- Review and independently verify draft 30% Basin Planning Consultant (BPC) Deliverables and/or any additional pertinent information provided.

The remainder of this section shall stay the same.

4. Page 4, remove the first sentence of #4 from Section I. Project Information, item D. Projects and replace with the following:

A draft version of the 30% design deliverables and/or any additional pertinent information needed will be made available to selected consultants during the negotiation phase as they are received by the BPCs.

The remainder of this section shall stay the same.

5. Page 6, remove F. Estimated Timeline, under Section I. Project Information, and replace with the following:

July 26, 2017	RFQ Released
August 11, 2017	Non-Mandatory Pre-Submittal Conference
August 21, 2017.....	Addendum 1 (Release of 10% Technical Memorandums) Issued
August 23, 2017 by 4:00 p.m.....	Addendum 2 Issued
August 28, 2017 by 4:00 p.m.....	Receipt of Written Questions Due
September 1, 2017 by 4:00 p.m.	Addendum 3 Issued
September 15, 2017 by 10:00 a.m.	Proposals Due
September 2017	Proposals Evaluated
October 2017.....	Interviews, if necessary
October 2017.....	Draft version of the 30% Deliverables and/or Information Provided
October 2017.....	Negotiations
December 2017	SAWS Board Consideration and Award
December 2017	Non-Selection Notices mailed
December 2017	Start Work

The dates listed above are subject to change without notice.

6. Page 7, remove #1 and 2 of the Experience and Qualifications Criteria, under Section II. Selection, item C. Evaluation Criteria Summary, and replace with the following:

- 1) Using the table included as part of the Evaluation Criteria form, briefly describe your firm’s most relevant experience. Describe the role of any sub-consultants your firm is proposing and their experience. Any firm or sub-consultant experience provided must be relevant to the Scope of Services requested within this RFQ.

The remaining items have been re-numbered.

7. Page 8, remove #2, of the Similar Projects and Past Performance Criteria, under Section II. Selection, item C. Evaluation Criteria Summary, and replace with the following:

- 2) Using the table and the space, included within the Evaluation Criteria form, provide information on past performance for five (5) projects, as it relates to the accuracy of the Opinions of Probable Construction Cost (OPCC), comparing the 100% design phase estimate to approved construction awards. The projects provided are to be performed by the Respondent, not sub-consultants. (The projects provided for this criteria do not need to be the same projects provided as part of #3 for this same criteria.)

8. Page 9, remove the first sentence of #1 from Section II. Selection, item E. Negotiations, and replace with the following:

Firms will be provided the draft version of the 30% design deliverables and/or any additional pertinent information needed during the negotiation phase.

The remainder of this section shall stay the same.

9. Page 10, remove #3 from Section II. Selection, item E. Negotiations, and replace with the following:

The Contract's Scope of Services for Work requires that the selected consultant review and independently verify the draft version of the 30% design deliverable and/or any additional pertinent information furnished by SAWS and that, in providing the draft version of the 30% design deliverable and/or any additional pertinent information, SAWS is not making any representation or warranty thereon.

10. Page 10, remove #4 from Section II. Selection, and replace with the following:

Negotiations must be completed fifteen (15) calendar days from receipt of the draft version of the 30% design deliverables and/or any additional pertinent information. The negotiation timeframe is dependent on when the draft version of the 30% design deliverable and/or any additional pertinent information is able to be provided as the projects referenced in this RFQ are anticipated to be presented at December 2017 board meeting. If an agreement cannot be reached within the necessary time frame, SAWS will cease negotiations formally and begin negotiations with the next most qualified firm.

11. Page 11 of Section IV. Submitting a Response, item B. Submission - *Only Hard Copy Submission Accepted***, remove paragraph one (1) and replace with the following:**

1. Submit the proposal in PDF format on a USB flash drive or CD. The USB flash drive or CD should contain the entire proposal as submitted, to include all required signatures. If a CD is to be submitted, it should be encased in a paper envelope, clearly marked with the solicitation information.

The remainder of this section shall stay the same.

12. Page 33-35, remove Attachment E "Evaluation Criteria Form: Experience and Qualifications" in its entirety and replace with the version attached to this Addendum, which should be used by Respondents when submitting a response to this RFQ.

13. Addendum 2, remove Attachment F "Evaluation Criteria Form: Similar Projects and Past Performance" in its entirety and replace with the version attached to this Addendum, which should be used by Respondents when submitting a response to this RFQ.

- 14. Page 21, remove the first row in the Event Table located under the Schedule section of Attachment B Project Charters/Maps for South General McMullen Drive Sewer Capacity Upsize, Charben Drive to Castroville Road, and replace with the following:**

Draft version of the 30% design deliverables and/or any additional pertinent information	November 2017
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The remainder of this section shall stay the same.

- 15. Page 23, remove the first row in the Event Table located under the Schedule section of Attachment B Project Charters/Maps for South Zarzamora Street Sewer Upsize and Relief , Ann Arbor Dr to Rockwell Blvd, and replace with the following:**

Draft version of the 30% design deliverables and/or any additional pertinent information	November 2017
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The remainder of this section shall stay the same.

- 16. Page 25, remove the first row in the Event Table located under the Schedule section of Attachment B Project Charters/Maps for McCullough Avenue Sewer Replacement, Birch Leaf Drive to Oblate Drive, and replace with the following:**

Draft version of the 30% design deliverables and/or any additional pertinent information	November 2017
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The remainder of this section shall stay the same.

END OF CHANGES TO THE RFQ

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

END ADDENDUM 3

2) Identify any additional skills, experience, and/or qualifications of your firm or team would like SAWS to consider. *456 character limit.*

3) Describe your firm's experience with San Antonio construction practices including examples of how your firm has successfully coordinate with key stakeholders and met all construction requirements. *456 character limit.*

Attachment E
Evaluation Criteria Form: Experience and Qualifications
(continued)

- 6) *On a separate 8 ½" x 11" sheet*, provide an organizational chart identifying:
- All key members, including the Project Manager and sub-consultants, who will work on the Project
 - The percentage of time each key team member will be committed to the Project, as well as their role
- 7) *On separate 8 ½" x 11" sheets*, provide resumes for each key team member identified in the organizational chart, not to exceed one (1) page with the Project Manager's resume being first. Team member resumes should include the following:
- Name, title, education
 - Description of professional qualifications (to include licenses, certifications, and associations)
 - Brief overview of professional experience
 - Detailed description of capabilities and experience relevant to the Scope of Services requested within this RFQ
 - List of all other active projects the team member is assigned to for the duration of the Project, to include the phase and percentage of time allocated to each of the other projects.

Attachment F
Evaluation Criteria Form: Similar Projects and Past Performance

When responding to the questions below, use only the space provided in this form, unless otherwise indicated. If all fields are not completed, the proposal may be found to be non-responsive. It is not acceptable to indicate "see attached" as a response to this form. Spatial limitations are in place to ensure consistency and conciseness with responses. Character limits include spaces. Text is restricted to Arial, 10 point font.

- 1) Demonstrate your firm's record of performance, including management of project schedule and budget maintenance and quality management of work products. Include a record of terminations for cause and defaults, disciplinary action, including suspension, your firm's safety record, as well as, any awards and commendations. *2,812 character limit.*

Attachment F
Evaluation Criteria Form: Similar Projects and Past Performance
(continued)

2) Using the provided table and the space, provide information on past performance, for five (5) projects, as it relates to the accuracy of the Opinions of Probable Construction Cost (OPCC), comparing 100% design phase estimate to approved construction awards. The projects provided are to be performed by the Respondent, not sub-consultants. (The projects provided for this criteria do not need to be the same projects provided as part of #3 for this same criteria.) *Unlimited character limit in the table, 400 character limit in the additional space provided.*

Project Name	100% OPCC – Engineer’s Estimate	Low Responsive Bidder – Contract Award	Percent Difference between OPCC and Low Bid	Number of Bidders	Average of all other Bids	Total Change Orders	Change Orders as % of Contract Award
	\$	\$	%		\$	\$	%
	\$	\$	%		\$	\$	%
	\$	\$	%		\$	\$	%
	\$	\$	%		\$	\$	%
	\$	\$	%		\$	\$	%

Attachment F
Evaluation Criteria Form: Similar Projects and Past
Performance (*continued*)

- 3) List and describe five (5) relevant projects of similar size and scope, including projects with tunneling design, performed over the past five (5) years. Provide a brief description of the scope, list of key personnel and their roles and project tasks, as well as identify the number of change orders, contract value, and owner's contact information.

Project #1 Name:			
Description. <i>Characters are limited to 600:</i>			
Key Personnel (to include personnel titles and specific project tasks). <i>Characters are limited to 780:</i>			
Number of Change Orders (not requested by the Project Owner).			
Contract Value:			
Project Owner Name:		Project Owners' Current Facsimile Number (if available):	
Project Owner's Current Phone Number:		Project Owner's Current E-mail Address:	

Attachment F
Evaluation Criteria Form: Similar Projects and Past
Performance (*continued*)

Project #2 Name:			
Description. <i>Characters are limited to 600:</i>			
Key Personnel (to include personnel titles and specific project tasks). <i>Characters are limited to 780:</i>			
Number of Change Orders (not requested by the Project Owner).:			
Contract Value:			
Project Owner Name:		Project Owners' Current Facsimile Number (if available):	
Project Owner's Current Phone Number:		Project Owner's Current E-mail Address:	

Attachment F
Evaluation Criteria Form: Similar Projects and Past
Performance (*continued*)

Project #3 Name:			
Description. <i>Characters are limited to 600:</i>			
Key Personnel (to include personnel titles and specific project tasks). <i>Characters are limited to 780:</i>			
Number of Change Orders (not requested by the Project Owner).:			
Contract Value:			
Project Owner Name:		Project Owners's Current Facsimile Number (if available):	
Project Owner's Current Phone Number:		Project Owner's Current E-mail Address:	

Attachment F
Evaluation Criteria Form: Similar Projects and Past
Performance (*continued*)

Project #4 Name:			
Description. <i>Characters are limited to 600:</i>			
Key Personnel (to include personnel titles and specific project tasks). <i>Characters are limited to 780:</i>			
Number of Change Orders (not requested by the Project Owner).			
Contract Value:			
Project Owner Name:		Project Owners' Current Facsimile Number (if available):	
Project Owner's Current Phone Number:		Project Owner's Current E-mail Address:	

Attachment F
Evaluation Criteria Form: Similar Projects and Past
Performance (*continued*)

Project #5 Name:			
Description. <i>Characters are limited to 600:</i>			
Key Personnel (to include personnel titles and specific project tasks). <i>Characters are limited to 780:</i>			
Number of Change Orders (not requested by the Project Owner).			
Contract Value:			
Project Owner Name:		Project Owners' Current Facsimile Number (if available):	
Project Owner's Current Phone Number:		Project Owner's Current E-mail Address:	

Attachment F
Evaluation Criteria Form: Similar Projects and Past Performance
(continued)

- 4) Describe your firm's experience preparing independent cost estimates derived through RS Means for change orders during the construction phase of the project. *600 character limit.*