



Wurzbach Pump Station Water Line Relocation Project
Solicitation Number: CO-00650
Job No.: 22-4009

ADDENDUM 1
May 3, 2023

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.

CHANGES TO THE SPECIFICATIONS

1. Invitation to Bidder, delete the paragraphs 4 through 7 and replace with the following:

A non-mandatory pre-bid meeting will be held at 10:00 AM (CT) on May 11, 2023 via WebEx.

<https://saws.webex.com>
Audio Connection: (210) 233-2090
Meeting number (access code): 2491 522 5406
Meeting password: CO-00650

A non-mandatory site visit will be held at 1:00 PM (CDT), on May 11, 2023. Attendees shall meet at the project at 6007 Wurzbach Road, San Antonio, TX 78298. See Attachment A -Site Visit Procedures to attend the site visit meeting. Attendees should wear proper Personal Protective Equipment (PPE) during the site visit. This includes, but is not limited to hard hats, hearing protection, safety glasses, Safety vests and steel-toed boots.

For questions regarding this solicitation, technical questions or additional information, please contact Stella Manzello, Contract Administrator, in writing via email to: Stella.Manzello@saws.org or by fax to (210) 233-4290 until **4:00 PM (CDT) on May 15, 2023**. Answers to the questions will be posted to the web site by **4:00 PM (CDT) on May 17, 2023**, as a separate document or included as part of an addendum. Please be advised that Bidders are prohibited from communicating with any other SAWS staff, the Consultant, the Developer, or City of San Antonio officials regarding this IFB up until the contract is awarded as outlined in the Instructions to Bidders.

Due to the COVID-19 emergency and to protect the health of the public, SAWS is implementing new procedures for the submission of bids. Bids will be received either Electronically or through Sealed bids, until 10:00 AM (CDT), May 24, 2023. Electronic bids will be received via the secure SAWS FTP site. Sealed bids will be received by Contract Administration, 2800 U.S. Hwy 281 North, Tower II, Customer Center Building, via a drop box located on the left wall when walking through the first set of double glass doors of the main Tower II entry on the north side of the building, San Antonio, Texas 78212. See the Electronic Bid Opening Instructions attachment for additional information regarding an electronic bid submittal. Electronic bids shall be accompanied by a bid bond in an amount not less than five percent of the total bid price. (Or, if providing SAWS with a cashier's check or certified check in an amount not less than five percent of the total bid price, SAWS will request this within 24 hours from the apparent low bidder. Sealed bids must be accompanied by a cashier's check, certified check, or bid bond in an amount not less than five percent of the total bid price. Bids will then be publicly opened and read aloud by Contract Administration via WebEx.

If Bidders intend to submit bids electronically, Bidders will need to submit a request by **May 23, 2023 by 10:00 AM (CDT)** to receive access to the File Transfer Protocol (FTP) site via email to Stella.Manzello@saws.org. Bidder's email requesting access to the FTP site shall provide the legal name of Bidder's company and the intended recipient's email address and phone number. No requests for FTP site access will be accepted after **May 23 2023 by 10:00 AM (CDT)**.

Bid opening WebEx meeting will be held at **10:00 AM (CDT) on May 24, 2023**.

<https://saws.webex.com>
Audio Connection: (210) 233-2090
Meeting number (access code): 2488 371 0097
Meeting password: CO-00650

2. The ELECTRONIC PROPOSAL OPENING INSTRUCTIONS is hereby deleted in its entirety and replaced with the revised ELECTRONIC PROPOSAL OPENING INSTRUCTIONS attached to this addendum.

END OF ADDENDUM

This Addendum is four (4) page(s) in its entirety, with two (2) attachments.

Attachments:

ELECTRONIC PROPOSAL OPENING INSTRUCTIONS (1 page)

A: Site Visit Procedures (1 page)



**Wurzbach Pump Station Waterline Relocation Project
Solicitation Number: CO-00650**

**ELECTRONIC BID OPENING INSTRUCTIONS
May 24, 2023 – 10:00 AM (CDT)**

FTP BID PROPOSAL UPLOAD

In order to receive electronic bids for this project, SAWS will utilize a SAWS secured File Transfer Protocol (FTP) site. Only Bidders bidding as Prime Contractors will need to submit their request prior to **May 23, 2023 by 10:00 AM (CDT)** to receive access to the FTP site via email to Stella.Manzello@saws.org. Bidder's email shall provide the legal name of the Bidder's company and the intended recipient's email address and phone number. No requests for FTP site access will be accepted after **May 23, 2023 by 10:00 AM (CDT)**. Once a Bidder is approved for access, an email with a hyperlink to the FTP site and a unique password for the Bidder will be provided to the Bidder's email recipient.

Once access is received, Bidders may upload the required documents per the Bid Proposal checklist any time before **May 24, 2023 by 10:00 AM (CDT)**. Please ensure to allow sufficient time should Bidder's experience technical difficulties in uploading the required documents. No changes to the Bid nor bid price can be made once the Bid has been submitted.

Bidders shall comply with the following:

- 1) Limit files to one (1) pdf file that includes all requested documents, per the Bid Packet Checklist. **ONLY ONE SUBMITTAL WILL BE ACCEPTED PER REQUEST.** Do not upload any zip files.
- 2) Ensure that the itemized List of Bid Items is (are) the first page(s) of your file.
- 3) Bidders may protect the document from editing by adding a password. However, the document must be accessible for viewing by SAWS without requiring a password.
- 4) File shall be named: **CO-00650 – Wurzbach Pump Station Waterline Relocation Project.**
- 5) **DO NOT SHARE ACCESS AND/OR PASSWORD WITH OTHER PARTIES OUTSIDE YOUR COMPANY.**
- 6) **ENSURE THE BID IS SENT NO LATER THAN THE DUE DATE AND TIME. BIDS SUBMITTED AFTER THE BID OPENING DEADLINE WILL NOT BE ACCEPTED.**

If the Bidder 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 BID OPENING MEETING

The WebEx meeting details are below if you would like to view the public opening of the bids.

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

Access Information

Meeting Number: **2488 371 0097**

Meeting Password: **CO-00650**

Audio Connection: 210-233-2090 (SAWS WebEx)

If you have any questions or concerns, please feel free to contact me.

Thank you,

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

Wurzbach Pump Station Waterline Relocation Project

Attachment A: Site Visit Procedures

- Interested firms/contractors must RSVP to Stella Manzello via email at Stella.Manzello@saws.org to attend the site visit no later than May 11, 2023 at 1:00 p.m. The following information should be provided:
 - Company name
 - Name(s) of attendees
 - There is a limit of two (2) members per firm/contractor.
- All parties must adhere to SAWS' COVID-19 Safety Procedures.
- The site visit duration is expected to be no more than 1 hours combined, excluding the drive time.
- There are to be **no** Q&A during the site visit, but contractors/firms may take videos, photos, and notes.
- Questions shall be submitted to Stella Manzello in writing via email to at Stella.Manzello@saws.org.
- Questions will be addressed as required through addendum.

Procedures to follow if you plan to attend the site visit:

- Arrive at the Wurzbach Pump Station site located at 6007 Wurzbach Road, San Antonio, TX 78298. Arrive **10 minutes prior to the site visit time.**
- The firm/contractor will be provide the contact cell number to enter the facility and drive to where the screening kiosk is located.
- Temperature screenings will be conducted for all attendees.
 - If attendee has a temperature reading of 100.4 degrees Fahrenheit or less, a wrist band will be provided.
 - If attendee exhibits a temperature above 100.4 degrees Fahrenheit, the individual will not be allowed on the site visit.
- Following the temperature screening, attendees shall proceed for their scheduled site visit.
- Attendees must maintain social distancing, minimum of 6-feet apart, from other attendees at all times.
- Attendees will be escorted by SAWS personnel at all times, and should not stray.