



2020 Governmental Engineering Design Services
Solicitation Number: PS-00094-FG

ADDENDUM 1
March 5, 2020

To Respondent of Record:

RESPONSES TO QUESTIONS

1. **Question:** On page 9 of the RFQ, it says “Responses are limited to a maximum of twenty-one (21) pages per proposal.” However, when I count the number of pages being requested in your Evaluation Criteria Summary starting on page 4, it has 23 pages listed (25 pages requested total if you include the page/table in the Evaluation Criteria Form (page 27) after the 5 projects requested you don’t give a page limit for and the cover letter mentioned on page 9 “Number each page starting with the cover letter, including text charts and graphic images.”). Is the page limit meant to be 21 pages or will it be increased to match the Criteria Summary pages requested? Do we number each page in our response or only number pages counting towards the maximum page limit?

Response: All pages should be numbered and should correspond to the Table of Contents. The page count was incorrect. Please see the matrix that identifies what counts towards the page count, which is posted on the SAWS website at the following link:

https://apps.saws.org/business_center/ContractSol/Drill.cfm?id=3748&View=Yes

Also, see #1 Changes to the RFQ below.

2. **Question:** On page 9 it also says the Evaluation Criteria Forms do not count towards the max page limit. However, they are limited to 5 (6 including final table) pages and sit in the middle of other sections that will be numbered. Do you want them to stand alone with no page numbers? Or do they count towards the max page limit? Or should the section be numbered and the evaluators know it won’t count towards the page limit?

Response: See response to Question 1.

3. **Question:** If we include a cover letter, the RFQ indicates it wants it numbered. If we only number the pages that count towards the limit, should the cover letter come before section 4 or at the beginning of the RFQ, after the Table of Contents? Seems strange to number one page, not number a few sections, then start numbering again.

Response: See response to Question 1. Also, please note, Respondents are not required to submit a cover letter; rather it is at their discretion. If they do opt to include one, it will not count towards the page limit indicated in the RFQ and Respondent may choose where it should be inserted into the proposal.

4. **Question:** The RFQ requires use of the Evaluation Criteria Form: Similar Projects and Past Performance to present our project experience. This form limits the length of our project descriptions to 600 characters. This roughly translates into 80 or 100 words, which is a small paragraph. Given the level of complexity associated with water and sewer design in public rights-of-way in our area, this is not enough space to adequately describe the work we’ve done. Is it possible to double the amount to 1200 characters?

Response: SAWS will extend the character limit from 600 characters to 780 characters for the Evaluation Criteria Form: Similar Projects and Past Performance under the Description section. See #3 Changes to the RFQ.

5. Question: Will SAWS accept similar project experience from jurisdictions outside of San Antonio?

Response: Yes.

6. Question: The RFQ requires disclosure of project financial information, namely probable cost opinions and change order rates. Information pertaining to these issues is sometimes proprietary and, in some cases, cannot be disclosed due to client privacy concerns. Will SAWS discount our response if this data is not provided because of disclosure issues?

Response: Yes, if there is not sufficient information to properly evaluate the project, that project may get points discounted.

7. Question: Regarding the section titled “Team Experience and Qualifications,” item 2. “Resumes”- Are resumes limited to 1-page per Key Person? Additionally, may we include resumes for additional Key Personnel not requested in the RFQ (such as Project Principal, etc.), as long as we stay within the 8-page limit?

Response: No, Respondents shall provide resumes for the following key personnel only: Project Manager, Cost Estimator, Quality Assurance and Quality Control Reviewer, Design Team Leader(s). Resumes for Design Team Leader(s) are limited to no more than three (3) regardless of the number of Design Team Leads.

8. Question: Regarding the section titled “Team Experience and Qualifications,” item 4. “List of current projects for subconsultants”- Can SAWS please confirm if this information is restricted to 1 page, regardless of the number of subs on a team? Or are these additional pages not counted towards the overall page restriction?

Response: This item has been removed. See #1 of Changes to the RFQ.

9. Question: On the five projects shown for “Similar Project and Past Performance” (pg5), does each of the key personnel need to be shown on at least 3 of projects.

Response: List only the key personnel identified in the Team Experience and Qualifications (for a minimum of 3 projects) and other relevant contributors that actually worked on the project.

10. Question: On 3 of the listed projects, do all 5 of the key personnel need to be shown.

Response: See response to Question 9.

11. Question: Fill out the Good Faith Effort. This one is self-explanatory, however do the subconsultants need to provide copies of their certifications

Response: The sub-consultants do not need to provide copies of their certifications. SWMVB has direct access to the South Central Texas Regional Certification Agency database, and will cross-reference the certification agency/source that is listed in the GFEP.

12. Question: Are subconsultant resumes the only other thing they need to provide? Do the subconsultants need to provide answers to any of the questions posed to the prime firm?

Response: Yes, sub-consultant resumes is the only thing they need to provide. No, sub-consultants do not need to provide answers to any of the questions posed to the prime firm.

13. Question: I'm confused about the mechanics of Attachment III. The “Experience Relevant to Scope of Work” is intuitively obvious, but what is the meaning of Respondent, Sub 1, Sub 2, Sub 3 on the form?

Response: Based on the identified relevant experience provided, indicate if you and/or your sub-consultant(s) have the same experience (i.e. if experience in trenchless technology is listed and respondent “you”, sub 1 “Consultant A” & sub 3 “Consultant C” has the same experience, but not sub 2 “Consultant B” then mark as such).

14. Question: On the list of current subconsultant projects, do we need to include all projects for the company (Team Experience and Qualification, Item 4), or can we limit it to those for the proposed subconsultant staff? For large firms with multiple disciplines, the response to this requirement may be large and not indicative of the firms capacity to complete work.

Response: See response to Question 8.

15. Question: Is this requirement redundant to the similar bullet in the resumes format requirements (Team Experience and Qualification, Item 2, Bullet 5)?

Response: See response to Question 8.

16. Question: The RFP asks respondents to provide the below information. Can you please clarify where this information should be presented and if it applies to the 21-page limit? List of all current projects sub-consultants are currently, working on and statement on their ability to complete work for this project.

Response: See response to Question 8.

17. Question: For the purposes of illustrating past performance, can you please provide clarification on whether projects are considered complete when they are in the close-out phase?

Response: Yes, if the facilities are in service.

18. Question: The Good Faith Effort Plan (Exhibit B) PDF is limited to 5 subconsultants. If we have more than 5 subconsultants, can you please confirm we should include those on an additional page that is not subject to page count limits? Alternatively, is there a Word document version of Exhibit B to which we can add additional rows?

Response: Please include additional “Page 1” forms of the Good Faith Effort Plan as many times as necessary to capture all of the subconsultants that you are proposing. Please ensure that all of the firms listed in the Good Faith Effort Plan match all of the firms listed in your organizational chart. The SAWS RFQs are only available in PDF-format at this time.

19. Question: We understand there is no request to provide an overarching narrative of our proposed team’s experience and qualifications. Can you please confirm this understanding/confirm you only request an organizational chart and key personnel resumes?

Response: Yes, only an organizational chart and key personnel resumes are required.

20. Question: Do the three additional projects to be provided in the OPCC table need to be projects completed within the last five years?

Response: Yes, it is preferred that the projects are recent projects.

21. Question: How are we supposed to provide all of the information requested in Items 3 and 4 within the Response Format and Page Limits requested?

Response: Item 3 should be answered using Attachment III Sub-Consultant table. Regarding item 4, see #1 of Changes to the RFQ.

22. Question: If a respondent includes a cover letter in their response, will it count towards the overall 21 page limit or be exempt?

Response: See response to Question 3.

23. Question: In the RFQ Section C, under Team Experience and Qualifications, item 4 states “List of all current projects sub-consultants are currently working on and statement on their ability to complete work for this project.” Besides the name of the current projects, is there additional information (such as expected completion dates) respondents should include about the projects?

Response: See response to Question 8.

24. Question: In the RFQ Section C, under Team Experience and Qualifications, the response format column for item 3 (sub-consultant table) and item 4 (list of current sub-consultant projects) states to “Use table provided and One (1) page limit.” Is it the intent of SAWS to have both items 3 and 4 on the same page? Please clarify the page count for these two items and if they are part of the 21 page limit.

Response: See response to Question 21.

CHANGES TO THE RFQ

1. Page 5, II. Selection Process, C., Team Experience and Qualifications #4 is remove in its entirety.
2. Page 9, IV., Submitting a Response, B. #4, is amended to read:
 4. Responses are limited to a maximum of **seventeen (17)** 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, Good Faith Effort Plan, SCTRCA Certificates and the Conflict of Interest Questionnaire. The cover page, table of contents and tabs do not count towards the page limit. Number each page starting with the cover letter, including text charts and graphic images.
3. Pages 22-26, Evaluation Criteria Form: Similar Projects and Past Performance, remove in their entirety and replace with the revised version attached to this Addendum.

CLARIFICATIONS

1. The character count has been revised from the Evaluation Criteria Form: Similar Projects and Past Performance. Respondents are still required to use the revised forms when submitting a proposal and should ensure that each project sheet does not exceed one (1) page.

END OF ADDENDUM 1

This Addendum is 11 pages in its entirety, an attachment.

Attachment: Evaluation Criteria Form

**Attachment III
Sub-Consultant Table**

Evaluation Criteria Form: Team Experience and Qualifications

When answering the questions below, use only the space provided in this form, unless otherwise indicated. If all fields are not completed, the Respondent is at risk for being rejected due to non-responsiveness. It is not acceptable to indicate "see attached" on this form.

- 3) Using the table, describe your firm's most relevant experience. Include a description of the role of any sub-consultants your firm is proposing and their experience. Any firm or sub-consultant experience provided is to be relevant to the Scope of Services requested within this RFQ.

<p align="center">Experience Relevant to Scope of Work</p> <p><i>(I.E.: Trenchless technology, open cut pipeline installation, conducting preliminary archaeological and environmental reviews, etc.)</i></p>	Respondent	Sub 1:	Sub 2:	Sub 3:	Sub 4:	Sub 5:	Sub 6:	Sub 7:	Sub 8:	Sub 9:	Sub 10:

Project Table

Evaluation Criteria Form: Similar Projects and Past Performance

- 1) Complete the table provided within the Evaluation Criteria forms identifying five (5) relevant projects of similar Scope of Services that details the entire project life cycle to the projects identified within this RFQ that were completed within the past five (5) years. Identify key personnel, who are part of the proposed team, and their roles and responsibilities for at least three (3) of the five (5) projects.

Photos can be inserted but could hinder your availability to provide further project description within the allotted page and are not encouraged

Project #1 Name:			
Description. <i>Characters are limited to 780.</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 Owner's Current Phone Number:		Project Owner's Current E-mail Address:	

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

Project #2 Name:			
Description. <i>Characters are limited to 780.</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 Owner's Current Phone		Project Owner's Current E-mail	

Number:		Address:	
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**Evaluation Criteria Form: Similar Projects and Past Performance
(continued)**

Project #3 Name:			
Description. <i>Characters are limited to 780.</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 Owner's Current Phone		Project Owner's Current E-mail	

Number:		Address:	
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**Evaluation Criteria Form: Similar Projects and Past Performance
(continued)**

Project #4 Name:			
Description. <i>Characters are limited to 780.</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 Owner's Current Phone		Project Owner's Current E-mail	

Number:		Address:	
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**Evaluation Criteria Form: Similar Projects and Past Performance
(continued)**

Project #5 Name:			
Description. <i>Characters are limited to 780.</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 Owner's Current Phone Number:		Project Owner's Current E-mail Address:	

OPCC Table

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

- 2) Using the table within the Evaluation Criteria form, provide project information for the five (5) projects submitted in section 1) of this criteria, as well as three (3) additional projects that the prime has been involved, as it relates to the accuracy of the Opinions of Probable Construction Cost (OPCC) and change orders, comparing the 100% design phase estimate to approved construction awards.

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
Project 1	\$	\$	%		\$	\$	%
Project 2	\$	\$	%		\$	\$	%
Project 3	\$	\$	%		\$	\$	%
Project 4	\$	\$	%		\$	\$	%
Project 5	\$	\$	%		\$	\$	%
Project 6	\$	\$	%		\$	\$	%
Project 7	\$	\$	%		\$	\$	%
Project 8	\$	\$	%		\$	\$	%