



**2020 Sanitary Sewer Overflow and Reduction Program (SSORP) Engineering Design Services
Solicitation Number: PS-00096-FG**

**ADDENDUM 1
March 12, 2020**

To Respondent of Record:

CLARIFICATIONS AND MODIFICATIONS

1. Non-Mandatory Pre-Submittal Conference is now scheduled as a **WEBEX ONLY**. Remove and replace section III. Communication, B. Pre-Submittal Conference, 1 with the following:

B. Pre-Submittal Conference

1. Respondents may ask verbal questions regarding this solicitation at the non-mandatory Pre-Submittal Conference on:

March 16, 2020 by 2:00 p.m. CST

WEBEX ONLY

See Webex Instructions for login details.

2. Remove and replace the Security Procedures (pages 52-53 and pages 98-99) with the attached.

END OF ADDENDUM 1

This Addendum is four (4) pages in its entirety, including attachment.

Attachment: WebexInstructions
 Security Procedures (Rev. 03/04/2020)



2020 SSORP ENGINEERING DESIGN SERVICES
SOLICITATION NO. PS-00096-FG

NON-MANDATORY PRE-SUBMITTAL MEETING
MONDAY, MARCH 16, 2020 – 2:00 PM CDT

WEBEX INSTRUCTIONS

1. Attendees are advised to join the meeting at least 5 - 10 minutes prior to the Non-Mandatory Pre-Submittal meeting in order work through any potential technical or login issues ahead of time.
2. At the time of the Non-Mandatory Pre-Submittal meeting, attendees should click here to access the meeting:

[Join the meeting](#)

The meeting number is: 996 136 639

For Audio Connection dial: '210-233-2550 (SAWS WebEx)
Access Code: 996 136 639

Password: 2020 SSORP a

3. It is anticipated that attendees will need both visual and audio connections for the meeting. It is advised to try to access the system in advance to work through any technical issues that may occur.
4. When attendees are logging in to WebEx they should include their Company name before their first name to help SAWS capture the participants.
5. Questions for the Non-Mandatory Pre-Submittal meeting shall be submitted within the WebEx system as opposed to verbally. SAWS staff will read aloud each question received and provide a response during the meeting.
6. Should there be any technical issues on the date of the meeting but before the meeting has started, reach out to Florinda Gonzales using the below:

Florinda Gonzales
Interim Contract Administrator
210-233-3914
florinda.gonzales@saws.org

If there are any issues after the meeting has started, reach out to Stella Manzello using the below:

Stella Manzello
Contract Administrator
210-233-3854
Stella.Manzello@saws.org

SECURITY PROCEDURES

If work will be conducted on SAWS property, on SAWS infrastructure, on a SAWS customer's property, or involve any SAWS networks, or any SAWS facility, the Contractor shall provide background screening information of their employees and sub-contractors to CastleBranch, the SAWS-approved vendor of background screening services, at sawsbackgroundcheck@castlebranch.com. Any person found to have an unacceptable background check will not be allowed to perform work under this Contract (however, at SAWS's sole discretion, a waiver may be given by SAWS Security for an unacceptable finding, provided that it must first be approved and signed off on by the Director of SAWS Security). Any sub-contractors performing work must also receive a background screening by CastleBranch. Contractor shall be responsible for the accuracy of information on the background screening information sent to sawsbackgroundcheck@castlebranch.com. For further questions about background screening, call CastleBranch at 910-679-2979 or 888-723-4263 ext. 7857 and advise them the Contractor is working for SAWS. Once background screening is approved by SAWS Security, Contractor must also complete a Project Contractor Data Form ("PCDF"). The PCDF will be sent to securitygroup@saws.org. The PCDF is required for the Contractor and its sub-contractors to receive the required badges and parking tags necessary to fulfill the work under this Contract. The PCDF must be sent electronically to securitygroup@saws.org.

Each employee and agent of Contractor shall obtain a SAWS photo identification badge (a "Contractor's Badge") and parking tag prior to any work on SAWS property or asset, which shall be used only for purposes necessary to perform the work under this Contract. SAWS Badge Office hours are Monday, Wednesday and Friday from 9:00am to 12:00pm, excluding SAWS holidays (hours are subject to change). SAWS Security staff can be contacted at (210) 233-3177 or (210) 233-3338. Once the Project is completed, the Contractor shall return all Contractor Badges and parking tags to the Security Office. A Contractor who does not return the Contractor Badges or parking tags is not in compliance with these procedures.

SAWS facilities require a SAWS employee to physically escort the Contractor at all times. SAWS may, at its sole discretion, waive the escort requirements if the PCDF and a "clean" background screening from CastleBranch are approved. Waiver of the escort requirement shall only be through a written correspondence to Contractor from SAWS Security.

Sub-contractors must always be under escort of Contractor while performing work on any SAWS property or asset. Sub-contractors must display the Contractor's Badge at all times while working on any SAWS property or asset. Sub-contractors are required to complete a background screening and be listed on the PCDF regardless of receiving a Contractor's Badge. The Contractor is solely responsible for the actions of its employees, agents, sub-contractors and consultants.

Contractor shall advise their SAWS Project Manager/Inspector of any employee terminations or changes to personnel performing work under this Contract, and the Contractor shall immediately turn in any and all Contractor's Badges and/or parking tags of employees or agents who are terminated or no longer performing work under this Contract. If Contractor becomes aware of any changes in the information contained in the PCDF or the background screening information, Contractor shall immediately notify the SAWS Project Manager/Inspector and provide an updated PCDF to securitygroup@saws.org and background screening information to sawsbackgroundcheck@castlebranch.com.

Contractor is responsible for being in compliance with SAWS Security requirements and for maintaining security of SAWS property, infrastructure, SAWS customer's property, networks, and facilities for the length of the Project. Security incidents must be reported to SAWS Security immediately at (210) 233-3338.

If the Contractor plans to leave the site unsecure or open during the Project, they must provide a SAWS-approved security guard to monitor ingress and egress to the SAWS site.

If Contractor takes any action that diminishes the security of a SAWS site, Contractor will be responsible for providing additional security requirements at its expense. Some examples of additional requirements that SAWS may require include hiring of SAWS approved security guards, temporary fencing, mobile Closed Circuit Television Monitoring trailer(s), or extra lighting. Notwithstanding anything herein to the contrary, any provisions in these Security Procedures that may appear to give SAWS the right to direct Contractor as to details of doing any work under this Contract or to exercise a measure of control over any security measures or such work shall be deemed to mean that Contractor shall follow the desires of SAWS in the results of the work or security measures only.

Advance coordination by Contractor with SAWS Security for these security requirements is necessary to ensure no delays with timely performance of work. Any other provision of this Contract notwithstanding, in the event Contractor fails to comply with SAWS Security requirements, SAWS may, with no penalty, claim of any nature (including but not limited to breach of contract) against SAWS by the Contractor:

- Issue a Work Stoppage Order until the security violation (s) are remedied
- Ask any unidentified or improperly identified person or equipment to leave SAWS site immediately and not return until items or deficiencies are remedied to SAWS's satisfaction.

Rev. 03/04/2020