



RESILIENCY INITIATIVES PROJECT RFQ
Solicitation Number: PS-00128

ADDENDUM 4
May 13, 2022

To Respondent of Record:

GENERAL DESCRIPTION AND OTHER INFORMATION

1. Due to the sensitive nature of the project work to execute measures of the Emergency Preparedness Plan, a Non-Disclosure Agreement is required for all potential respondents who wish to attend the mandatory pre-submittal conference. Additional project details will be outlined at the pre-submittal conference.

CHANGES TO THE RFQ

1. **Cover Page**, remove and replace Pre-Submittal Conference with:
“Mandatory Pre-Submittal Conference: May 24, 2022 at 1:30 PM (CDT)”
2. **Table of Contents**. The following is inserted as part of the Table of Contents:
“Attachment IV – Form of Non-Disclosure Agreement..... 99”
3. Pg. 10; Section I.E. Estimated Timeline. The Pre-Submittal Conference information is hereby modified to read as follows:
“May 24, 2022 at 1:30 PM (CDT)..... **Mandatory** Pre-Submittal Conference”
4. Pg. 12, Section III.B. Pre-Submittal Conference. The Pre-Submittal Conference information is hereby modified to read as follows:
“1. Respondents may ask verbal questions regarding this solicitation at the **Mandatory** Pre-Submittal Conference on:

May 24, 2022 at 1:30 PM (CDT)
2800 U.S. Highway 281 North,
SAWS Customer Service Building – Tower II
San Antonio, Texas 78212
Conference Rooms: CR-145 & CR-154
2. Respondent may contact Janie M. Powell, Contract Administrator via email at Janie.Powell@saws.org if directions to the location are needed.
3. **The Mandatory Pre-Submittal meeting will require in-person attendance. Only one (1) team member per firm will be allowed to attend.**

4. Each firm's team member attending the Mandatory Pre-Submittal meeting (the "Firm Attendee") will be required to sign a Non-Disclosure Agreement (NDA) in the form of Attachment IV ahead of the Mandatory Pre-Submittal meeting in order to attend, which will serve as the attendees RSVP. The signed NDA shall be submitted to Janie M. Powell, Contract Administrator via email to Janie.Powell@saws.org no later than May 23, 2022 at 5:00 p.m.
5. Per SAWS' security policy, all visitors are required to check in at the guard station to obtain a temporary badge in order to proceed to the Mandatory Pre-Submittal Meeting. Therefore, it will be necessary for all persons attending the Mandatory Pre-Submittal Meeting to allow sufficient time at check-in. SAWS recommends attendees arrive at least thirty (30) minutes prior to the meeting start time.

At check-in the guard will ask to see the attendee's identification, preferably a driver's license, and will need to record the attendee's name, job title and company name. If you have a business card available, please provide this as well. Also, please advise the guard that you are here to attend a meeting at the location referenced above.

If the attendee is already in possession of a SAWS issued Consultant badge, this is sufficient and should be worn upon entering the SAWS Customer Service Building and kept on during the meeting and until exiting the building.

6. Any oral responses provided by SAWS staff at the Mandatory Pre-Submittal Conference shall be preliminary. Any oral response given at the Mandatory Pre-Submittal Conference shall not be official or binding on SAWS. Only written responses shall be official and all other forms of communication with any officer, employee or agent of SAWS shall not be binding on SAWS."

5. IV. Submitting a Response, C. Response Format insert the following:

5. Pursuant to the terms of Attachment IV, each other team member (other than the team member who attend the Mandatory Pre-Submittal Meeting) within the firm and the firm's subconsultant(s) who will be participating in the firm's response to this solicitation and has a need to know information shared by SAWS with the Firm Attendee and otherwise concerning this solicitation (the "Permitted Recipients") will be required to sign an NDA in the form of Exhibit A to Attachment IV (the "Form of Permitted Recipients NDA"). Each firm's proposal must include a list of all the firm's Permitted Recipients and the Permitted Recipient NDAs signed by each found on the Organizational Chart.
6. **Submittal Response Checklist**, remove in its entirety and replace with revised version attached to this Addendum. Respondents shall use this version when submitting a proposal for this Project.
7. Insert Attachment IV, Form of Non-Disclosure Agreement after page 98 of the RFQ.

END OF ADDENDUM 4

This Addendum, including these two (2) pages, is five (5) pages, with attachments, in its entirety.

ATTACHMENT:
Submittal Response Checklist (Rev.)
Form of Non-Disclosure Agreement

SUBMITTAL RESPONSE CHECKLIST *(Rev.)*

Project Name: Resiliency Initiatives Project RFQ

Firm 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. All information requested on a fillable form will not count towards the total page count.

- Respondent Questionnaire
- Completed and signed W-9 Form, and include email address or fax number
- Team Experience and Qualifications
 - Organizational Chart (1 page)
 - Signed NDAs (Attachment IV) from all members of Respondent's team identified on the Organizational Chart
 - Resumes (6 pages)
 - Team Composition Narrative (1 page)
 - Fillable Form - Team Roles and Responsibilities
 - Fillable Form – Team Commitment and Availability
- Similar Projects and Past Performance
 - 5 Fillable Forms – Similar Projects and Past Performance
 - Fillable Form – OPCC Table
- Project Understanding and Approach
 - Narrative Approach (6 pages)
 - (1) 11"x17" graphical exhibit (does not count towards page count)
 - Response to scope approach items (3 pages)
- Copy of Current Certificate of Liability Insurance or Letter from Insurance Agent
- 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

ATTACHMENT IV

FORM OF NON-DISCLOSURE AGREEMENT

In exchange for any and all information shared with you concerning the San Antonio Water System (“SAWS”)’s Solicitation No. PS-00128 (the “Solicitation”) in connection with the Resiliency Initiatives Project RFQ (the “Project”), your signature, below, constitutes your agreement that:

- (a) SAWS owns all information in whatsoever form or character shared with you related to the Solicitation and the Project.
- (b) Upon request by SAWS, you will return or certify to the destruction of any information in your possession, custody, or control that was obtained from SAWS, or that was prepared, received, or maintained in connection with the Solicitation or the Project.
- (c) The Solicitation, the Project, and any information obtained by you in connection with the Solicitation or Project is confidential and shall not be disclosed by you to any third party, other than employees of your firm or subconsultants of your firm who have a need to know such information for purposes of supporting your proposal in response to the Solicitation (“Permitted Recipients”). You agree to provide a list in your proposal of all such Permitted Recipients, to include in your proposal non-disclosure agreements signed by each such Permitted Recipient in the form of non-disclosure agreement attached hereto as Exhibit A (the “Form of Permitted Recipients NDA”), and to provide to each such Permitted Recipient the list of Permitted Recipients from your proposal so that they are aware of the limited group of individuals with whom they are permitted to share the information.
- (d) You understand that, should your firm be selected to perform the work identified in the Solicitation, you and your firm’s employees and your firm’s subconsultant’s employees will be required to sign separate, individual non-disclosure agreements consistent with the terms of the professional services agreement for such work.

Signed and Agreed to this _____ day of _____, 2022.

Printed Name: _____

Company: _____

Title: _____

EXHIBIT A

FORM OF PERMITTED RECIPIENTS NDA

NON-DISCLOSURE AGREEMENT

In exchange for any and all information shared with you concerning the San Antonio Water System (“SAWS”)’s Solicitation No. PS-00128 (the “Solicitation”) in connection with the Resiliency Initiatives Project RFQ (the “Project”) for purposes of you supporting a proposal in response to the Solicitation (the “Proposal”), your signature, below, constitutes your agreement that:

- (a) SAWS owns all information in whatsoever form or character shared with you related to the Solicitation and the Project.
- (b) Upon request by SAWS or the firm submitting the Proposal, you will return or certify to the destruction of any information in your possession, custody, or control that was obtained from SAWS, or that was prepared, received, or maintained in connection with the Solicitation or the Project.
- (c) The Solicitation, the Project, and any information obtained by you in connection with the Solicitation or Project is confidential and shall not be disclosed by you to any third party, other than to those individuals listed as “Permitted Recipients” in the Proposal.
- (d) You understand that, should the firm submitting the Proposal be selected to perform the work identified in the Solicitation, you will be required to sign separate, individual non-disclosure agreements consistent with the terms of the professional services agreement for such work.

Signed and Agreed to this _____ day of _____, 2022.

Printed Name: _____

Company: _____

Title: _____