



2023 Operations Support Engineering Work Order Contract (RFQ)
Solicitation Number: PS-00149

ADDENDUM 1
April 21, 2023

To Respondent of Record:

RESPONSES TO QUESTIONS

1. Question: Does the scope of work include sanitary sewer and water pipeline design?

Response: No, it will not. It may include piping and valves within the boundaries of the facilities specified in the scope of services, but will not include general distribution or collection piping outside of facility limits.

2. Question: Does this involve civil site design?

Response: Yes, please reference the objective which includes site/civil work is as a potential scope of work.

3. Question: Can you confirm if the MWBE percentage is 23% or 25%?

Response: The mandatory SMWB goal for this project is 25%. See #1 of Changes to the RFQ.

4. Question: The RFQ states the subject line of the submission email should read “PS-00149 – 2023 Operations Support Engineering Work Order Contract RFQ Response” and name of Respondent. During the Pre-Submittal meeting, a slide stated the submittal should include PS-00149, 2023 Operations Support Work Order Contract, date and time of the deadline clearly on both the electronic proposal file and email as noted in the RFQ. Could you please clarify?

Response: The RFQ is correct. The subject line of the submission email should read “PS-00149 – 2023 Operations Support Engineering Work Order Contract RFQ Response” and name of Respondent.

5. Question: The evaluation criteria (attachment 3) says in “team experience and qualifications” section 4, to fill out a table matrix of availability, percent of time committed, and geographic location. I don’t see that fillable form attached, but I do see a “subconsultant table” fillable form that isn’t listed in the evaluation criteria. Are we supposed to fill out that one instead?

Response: This fillable form was inadvertently left out of the RFQ. See #3 of Changes to the RFQ.

6. Question: On page 19 of 80 of the RFQ, Evaluation Criteria the SMWB goal is listed as 23% (below). In the GFEP and presentation it’s listed as 25%.

Small, Minority, Woman-owned (SMWB) Business Participation	15	Complete Exhibit B indicating Respondent's commitment to SAWS' SMWB policy, which will be based on meeting or exceeding the minimum SMWB goal of 23%. All Subconsultants should be included on this form, regardless of their SMWB status.	Exhibit B	✓ Ensure sub-consultants listed on the organizational chart are included on the GFEP.
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SECTION B. – SMWB COMMITMENTS

The mandatory SMWB goal on this project is 25%

Response: See response to Question #3.

7. Question: On Page 19 of 82 of the RFQ, Evaluation Criteria the Availability Matrix is listed as a Fillable Form but one was not included in the RFQ or in the Word version of the forms SAWS made available. We can make up the table, just wanted to check with SAWS first, if it is ok. Also, this is WOC, we don't know assignment, how do we assign percentage of commitment to each key personnel?

4) Illustrate in a table matrix the availability, percent of time committed to the Project for the duration of the Project, of Respondent's Key Personnel, as well as Key Personnel from Key Subconsultants. Include geographic location for each resource identified in the table.	Fillable Forms	✓ Fill in the table provided within the Evaluation Criteria forms. No additional narrative is required.
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Response: See response to Question #5.

8. Question: PDF Page 18, Attachment III, org chart and resume it says five key personnel, there are 6 people: PM (1), Site/Civil(2), Chemical Process (3), Water/Wastewater Treatment Process (4), Electrical/I&C (5), QA/QC Lead (6), since we have 5 pages, can we skip resume for one of the key personnel listed?

Response: As stated in Attachment III for Team Experience and Qualifications, the key personnel are only examples of key personnel that may be included for the five (5) allotted key personnel resumes.

9. Question: PDF Page 19, Attachment III, OPCC table says 3 projects. Fillable form has three projects, two additional optional, please confirm if that is correct that we have the option to add two optional projects or as RFQ says just provide 3 projects.

Response: The OPCC table has been revised to match the RFQ to 3 projects. See #2 of Changes to the RFQ.

10. Question: PDF Page 19, Attachment III, Similar Projects, is that minimum three projects, can we add a fourth project.

Response: No, SAWS is only asking for three (3) projects, using the Evaluation Criteria forms provided in the RFQ.

11. Question: Have you or any member of your Firm or Team to be assigned to this project been terminated (for cause or otherwise) from any work being performed for the San Antonio Water System or any other Federal, State or Local Government, or Private Entity? Can you please clarify on local government, is it just within Texas?

Response: No, Respondent shall report any terminations for any work performed in the United States.

12. Question: The table matrix referenced in Attachment III, Evaluation Criteria Details and Requirements is missing from the attached fillable forms template provided on the SAWS website. The table was not provided with the Evaluation Criteria forms. Can you please provide the referenced table matrix which is to be included in the Statement of Qualifications.

Response: See response to Question #2.

CHANGES TO THE RFQ

1. Page 19, Attachment III - Evaluation Criteria Details and Requirements, Small, Minority, Woman-Owned (SMWB) Business Participation, remove Description paragraph and replace with the following:

Complete Exhibit B indicating Respondent's commitment to SAWS' SMWB policy, which will be based on meeting or exceeding the minimum SMWB goal of **25%**. All Subconsultants should be included on this form, regardless of their SMWB status.

All other sections remain the same.

2. Remove and replace Attachment III, Evaluation Criteria Forms: Similar Projects and Past Performance, Opinion of Probable Construction Cost (OPCC) Table (Page 24) with the attached OPCC Table.

3. Insert, Attachment IV - Evaluation Criteria Details and Requirements, Team Experience and Qualifications, section 4, after Opinion of Probable Construction Cost Table (page 24) before Exhibit A, SAWS Standard Insurance & Certificate of Liability Insurance Requirements (page 25).

END OF ADDENDUM 1

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

Attachments: Evaluation Criteria Form – Team Experience and Qualifications (1 page)
Evaluation Criteria Form – Opinion of Probable Construction Cost (OPCC) Table (1 page)

Evaluation Criteria Form

Team Experience and Qualifications

When filling out the form 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.

Using the table below, provide geographic location, percent of time committed to the Project for the duration of the Project, and years of experience in the key role, of Respondent's Key Personnel, as well as Key Personnel from Key Subconsultants.

Proposed Key Personnel (Name and Employer)	Geographic Location	% Time Committed	Years of Experience in Key Role

Attachment III
Evaluation Criteria Forms: Similar Projects and Past Performance
(continued)

Opinion of Probable Construction Cost (OPCC) Table

Using the table below, provide project cost information for the three (3) completed projects submitted in Similar Projects and Past Performance section, item (2) of the **Attachment I Evaluation Criteria Details and Requirements**, as it relates to the accuracy of the OPCC, comparing the Engineer's 100% design phase estimate to approved construction contract awards.

Project Name	Final Estimate (100% OPCC)	Low Responsible Bidder – Contract Award Value	% Difference between OPCC and Contract Award	Number of Bidders	Average of All Other Bids	Total Value of All Change Orders	Change Orders as % of Contract Award
Project 1	\$	\$	%		\$	\$	%
Project 2	\$	\$	%		\$	\$	%
Project 3	\$	\$	%		\$	\$	%