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**ADDENDUM NO. 1 of 1**

Date: June 22, 2020  
To: All Interested Parties  
From: Kim Robbins, Senior Buyer

Re: **RFQ No. 20-0074 Professional Engineering Design Services for the WW21GR Gravity Main Rehabilitation Project**

The following additions, deletions, changes or clarifications to RFQ No. 20-0074 are hereby issued as a part of the originally issued documents for the above referenced project as fully and as completely as though the same were included therein.

**A. In regards to the inquiries pertaining to the Disadvantage Business Enterprises (“DBE”):**

In order to achieve the 15 points for Evaluation Criteria for the Commitment to meeting DBE goals, please include the following with your submittals:

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1. A completed [TWDB-0216 Affirmative Steps Solicitation Report](#)



TWDB-0216.pdf

2. Actual Certification/Certificate of each Firm named on Solicitation Report (minimum three firms should be contacted).

3. A completed [TWDB-0217 Prime Consultant/Contractor Certification](#)



TWDB-0217.pdf

Please refer to Exhibit B, for additional information in regards to questions pertaining to TWDB Disadvantage Business Enterprises and their contact information.

Please reference page 8 of 16, Exhibit B, Step 2A. Paragraph 3: To ensure compliance, the TWDB recommends including the following solicitation statement in all solicitations (actually, they require it; and, it needs to be stated in your solicitation exactly as shown below):

\*\*\*\*\*  
*This contract is subject to the Environmental Protection Agency's (EPA) Disadvantaged Business Enterprise (DBE) Program, which includes EPA-approved fair share goals toward procurement of Minority and Women-owned Business Enterprise (M/WBE) businesses. EPA rules require that applicants and prime contractors make a good faith effort to award a fair share of contracts, subcontracts, and procurements to M/WBEs through demonstration of the six affirmative steps. For more details of the DBE Program and the current, applicable fair share goals, please visit [www.twdb.texas.gov/dbe](http://www.twdb.texas.gov/dbe).*  
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TWDB requires at least TWO solicitation methods must be chosen (see Exhibit B, Step 2). And, you must make contact with at least three qualified businesses.

At SJRA, we used two methods: direct contact via email and posted the RFQ on the SJRA website.

Please note: proof of the two methods and associated solicitation emails are not required to be included with the SOQ's submitted to SJRA; however, the selected firm will be required to provide this information to the TWDB along with a completed TWDB-0373 Form.

B. Revised Form – Please use this form in your submittal.

1. REVISED Checklist Form, RFQ, pg. 22



**C. Question(s) received:**

1. Under Item # 23, DBE Documentation and Requirements, can the SJRA please confirm the percent the Prime Consultants should acknowledge we are aware of and are actively pursuing for the DBE “fair share” goals for our teams? Additionally, please confirm that the Prime Consultant should follow the percentages in the “Services” row of the table on Page 19 and please confirm whether the Prime Consultant should strive to meet the combined total of percentages of MBE (20.41%) and WBE (13.66%) for a total DBE “Fair Share” Goal of 34.07%.

**ANSWER: See above response in regards to DBE.**

2. Per the RFQ section 19. Evaluation Procedures, 15 points will be awarded for a team’s commitment to meeting DBE goals or “fair share” compliance. Will the full point amount be awarded based strictly on our percent participation by DBE subconsultants on our team, or can the full 15 points be earned in another way such as stating our commitment to meet any DBE goals set for the project or demonstrating completion of the good faith effort requirements even if the total percent recommended DBE goal is not met?

**ANSWER: See above response in regards to DBE.**

3. Per the “When to Submit” section in Exhibit B: Disadvantaged Business Forms and Guidance, the prime contractor is required to submit the **TWDB-0217 Prime Consultant/Contractor Certification** form in the “Prior to Closing” phase. After consultant selection, the TWDB-0216 and TWDB-0373 forms will be required from the chosen prime consultant in the “Release of Planning/Design Phase Funds” phase. Can you please confirm that we only need to submit the **TWDB-0217 Prime Consultant/Contractor Certification** form with our statement of qualifications and do not need to submit the TWDB-0216 or TWDB-0373 forms at this time?

**ANSWER: See above response in regards to DBE.**

4. Per section 18. Submission Format in the RFQ, we are required to provide three bound hardcopy submissions, with original signature by an officer authorized to bind the team, and one electronic PDF copy of our submittal. Given the current situation with COVID-19, our authorized signers are currently working remotely to respect social distancing measures. May we include electronic signatures in place of original signatures in our response to this RFQ?

**ANSWER: Yes, electronic signature are acceptable for the submissions for the RFQ; however, original signature(s) will be required from the selected firm for the Contract Phase.**

5. We plan to team with sub-consultants to meet the 20.41% MBE and 13.66% WBE Services goals stated on p19 of the RFQ. Will identifying these subconsultants and their MBE/WBE certifications in our submission be sufficient to meet submission evaluation point “e” – “Commitment to meeting DBE goals or “fair share” compliance”?

**ANSWER:** See above response in regards to DBE.

6. With regards to Item #23 – Disadvantaged Business Enterprises (DBE), is there a MWBE goal for this project? If so what is the percentage? In advance, thank you for your help.

**ANSWER:** See above response in regards to DBE.

7. A.RFQ, Pg. 10 #7 asks for a list of past projects completed. Are we able to submit projects that we are currently under design and not completed?

List of Past Projects **Completed** – For the prime firm and sub-consultant firm(s), if any, provide a list of similar sanitary sewer rehabilitation and replacement projects in Texas for which the team(s) **completed** preliminary and final design within the last five (5) calendar years. Include client contact information, key personnel assigned to each previous project that are proposed for similar roles for this Project, and what project elements were similar to this Project.

**ANSWER:** No, SJRA requires a list of projects for which preliminary and final design have been completed. Projects that are currently under design will not be considered.

8. May we use a font size smaller than 12 point in graphics, tables, and charts as long as the text is legible?

**ANSWER:** Yes, a font size smaller than 12 point in graphics, tables, and charts is acceptable, however SJRA preference is 12 point, but not less than a 10 point.

9. RFQ, Pg. 6, 3<sup>rd</sup> paragraph from bottom of page: add in “team” to sentence: “SJRA intends to select one consultant “**team**” to perform all phases of the Project, but intends to issue each phase of the project as a separate work order.”

**ANSWER:** added “team”.

10. RFQ, Pg. 14, Number 18, Item 5. a. – n. Are dividers required?

**ANSWER:** No, dividers are not required.

11. RFQ, Pg. 11, Item 12 Support Resources, will specialty subconsultants be considered “Support Resources”?

ANSWER: Yes, specialty subconsultants will be considered “Support Resources” UNLESS the Project Manager and/or Lead Technical Professional(s) for the team are employed by subconsultants.

12. RFQ, Pg. 4. What is the concern for the environmentally sensitive area?

ANSWER: SJRA has inquired with TWDB to determine the level of environmental review that will be required for this project. SJRA is awaiting response from TWDB.

13. RFQ, Pgs. 10 and 11 of the RFQ list “Involvement required by the Owner” as one of the items required when detailing the assignment experience of Project Manager and Lead Technical Professional(s). Does “Involvement required by the Owner” mean owner-requested change orders?

ANSWER: “Involvement by the Owner” can include owner-requested change orders, however it is not limited to owner-requested change orders.

14. On Attachment C – Schedule & Budget Compliance Forms, should the “three (3) most recent projects” be sanitary sewer rehab projects, or any projects that we have recently completed?

ANSWER: Per the instructions in Part 11. Subpart 4. On page 9 of the RFQ, “Provide specific details regarding the budget and schedules for a minimum of three (3) recent large-diameter sanitary sewer rehabilitation project assignments.

15. Please reiterate the TWDB forms, TWDB Project Number, and Total TWDB Funding Request required for this submittal.

ANSWER: See above response in regards to DBE. TWDB Project Number is 73764. Total TWDB Funding Request or Total of TWDB Funding is \$42,895,000.00. Program Type is Clean Water SRF (CWSRF).

Conclusion:

Provisions not amended or supplemented remain in full force and effect.

Please acknowledge receipt of this addendum with signature and date and return with completed Proposal. Failure to do so may cause your Proposal to be considered non-responsive.

***I acknowledge Receipt of Addendum No. 1.***

\_\_\_\_\_  
***Authorized Signature***

\_\_\_\_\_  
***Date***

\_\_\_\_\_  
***Firm Name***