



May 30, 2014

**LAURENS COUNTY WATER AND SEWER COMMISSION RFQ ENGINEERING AND PROJECT MANAGEMENT SERVICES FOR WATER WITHDRAWAL PERMITTING AND PILOT STUDY**

ANSWERS PROVIDED BY: KEVIN ANDERSON, DIRECTOR OF ENGINEERING & OPERATIONS

**Mandatory Meeting Decisions**

The Mandatory Meeting was held at 12:00 PM on Wednesday May 28, 2014 at LCWSC's Main Office. The attendance record is available on [lcwsc.com](http://lcwsc.com). As a result of the meeting, the following clarifications are made:

1. Item F.4 under Submittal Requirements and Information is deleted.
2. Item C.2 under Submittal Requirements and Information is modified to agree with Item 3 under Evaluation Criteria.
3. Item C.3 under Submittal Requirements and Information is modified so that it is not redundant to item C.2.
4. The cover letter, executive summary, tabs, etc. will not be counted as part of the 50 page submittal limit. Only pages required by Submittal Requirements and Information items A, B, C, D and E will be counted.
5. Firms are welcome to include supplemental information as one or more Appendices to the required response. Be aware that the selection committee may choose not to review this information.
6. The LCWSC will NOT revise this RFQ to discuss negotiating the design and construction phases of the project with the firm that is successful for this phase.

***Question Series #1***

1. Under Evaluation Criteria 3, would the County rather have relevant water plant projects over the past 10 years as opposed to all water plant projects? The list of all water plant projects over the past 10 years could be a very large list for large firms such as ours and would include many small projects that are not very relevant to this project.
2. Under items 3a, 3b, 3c, each of these say to list project references. Please confirm our understanding is correct that we can provide tables of our WTP's, but we are to also provide a contact name and reference for:
  - a. at least 1 project with each technology to be considered under 3a,
  - b. for multiple WTP projects about 5 mgd or less per 3b,

c. for multiple DBP Control projects per 3c,  
Is name and phone number sufficient for reference or would you like more information such as physical or email address?

3. Is the intent of the Project Experience section to provide , not more than 5 relevant project with in depth descriptions and the client references, and the remainder of our relevant project experience can be presented in abbreviated, table format?

#### ***Answer Series #1***

1. Yes. Our goal is to be able to call a few clients where you may have had a project go less than perfect. If you leave off some small irrelevant projects, that will be fine. Just be aware that irrelevant is defined solely by the LCWSC for this RFQ.

2. These referenced projects should only be relevant projects that demonstrate your project team's achievements. Feel free to list as many redundant references as you like. Your understanding of a, b and c sub-parts is correct.

3. I will probably strike that statement (paragraph F.4 Submittal Requirements and Information) and remove the 5 project limitation. But the concept of detailing your best projects and just making a table to list the rest is perfect. Unless we get a lot of negative feedback, we do want to keep the submittals to 50 pages or less.

#### ***Question Series #2***

1. If there will be a team formed between two companies for this project, does LCWSC want the information requested under 'Submittal Requirements', Items A.1, A.2., D.1, D.2, D.3, E.1 and E.2 for both firms?

2. Under 'Submittal Requirements', Items C.2 and C.3 - we read this to be specific to the project team members, not the entire company(ies) and that this pertains to any project type, not just WTP projects. Is this correct?

3. Under 'Evaluation Criteria', Item 3 - all WTP projects completed in the last 10 years are requested; however, under 'Submittal Requirements', Item F.4 it is requested that related project experience not exceed five representative projects. We just wanted to clarify what this last statement is referencing.

4. If there is a true sub-consultant, not a teaming partner - apart from identification of the team members and their related experience, does LCWSC need any additional more detailed information outlined in the package on this company?

#### ***Answer Series #2***

1. No. You can just list the team members for the other company as a sub-consultant

2. This should be just water plant projects to be consistent with Evaluation Criteria #3. A similar question from someone else asked if all water plant projects or just relevant ones. Yes, just projects that the team members have worked on will be fine.

3. We want a list of all projects so that we can call of couple of the clients that you're not using as a reference. It can be in a short format such as a table. Put detail into the reference projects. I will drop the 5 project limit and just let the 50 page limit rule.

4. We didn't define sub-consultants, so we would probably consider a partner a sub-consultant since we will sign an agreement with just one firm. I assume that a partner would share a major portion of the workload, while a sub-consultant would be a smaller part?

### ***Question Series #3***

1. Does the 50 page limit include covers (front/back) and tabs? (Submittal Requirements and Information Part F.5)

2. Is the one page cover letter included in the 50 page limit? (Submittal Requirements and Information Part F.3.a)

3. Please clarify information requested regarding previous water plant project experience. Evaluation Criteria Part 3 says to list ALL water plant projects for the last 10 years. Submittal Requirements and Information Part C says to identify all projects for the past 5 years. Submittal Requirements and Information Part F.4 says to limit project experience to 5 representative projects.

4. Several items regarding volume of work, current dollar value of work, typical dollar range of projects, etc. are requested. Since our firm is international, should we limit our responses to only our local operations?

### ***Answer Series #3***

1. See Mandatory Meeting Decisions above.

2. See Mandatory Meeting Decisions above.

3. See Mandatory Meeting Decisions above.

4. Yes. Please describe the workload of your project team. Workload information for company locations or workgroups not associated with your project team are unnecessary.

### ***Question Series #4***

1. Do tabs count as part of the 50 page limit?

2. Do resumes count as part of the 50 page limit? Can abbreviated resumes be provided for key individuals in the main submittal and full 1 or 2 page resumes be provided in an Appendix that is not part of the 50 page limit?

3. Section C of submittal requirements requests a minimum of three references and to identify all projects for past 5 years and related projects within last 6 months; section F indicates that related project experience should not exceed 5 projects - please clarify number of projects required/number of references required.

4. Section C requests ALL projects for past 5 years; this list will be quite extensive; can clarification be provided to limit this list to only projects with similar scope; can this list be provided in an appendix and not count toward the page limit?

### ***Answer Series #4***

1. See Mandatory Meeting Decisions above.

2. See Mandatory Meeting Decisions above.
3. See Mandatory Meeting Decisions above. Note that only relevant (ie: water plant) projects are desired for either the ten year project history or as reference projects.
4. See Mandatory Meeting Decisions above. Note that only relevant (ie: water plant) projects are desired for either the ten year project history or as reference projects.