

PROPOSER QUESTION/CLARIFICATION
RFQ-20190322-OC

Request for Qualifications: Pre-Qualification of Architecture, Engineering & Construction Management Firms for On-Call List
OST/Alameda Corridors Redevelopment Authority and Reinvestment Zone Number Seven, City of Houston, Texas - TIRZ #7

Item	Proposer Question/Clarification	TIRZ Response
1	Will you also clarify whether forms and the DBE sub-contracting/utilization plan are included in the 30-page count?	FORMS ARE NOT INCLUDED IN THE 30 PAGE COUNT.
2	Page 15 "Required Response Form"—states that it goes after the executive summary. Does it mean place it after the letter of interest?	YES, IT MEANS PLACE IT AFTER THE LETTER OF INTEREST. SEE ADDEDUM NO. 1
3	This is regarding Form D DBE Subcontractor Certification. If Form D is not applicable to subconsultants, is an original signature still required from subconsultants on that form?	NO
4	Most of the consultants were under the impression that only the prime will have to submit 3 reference letters so the smaller specialty subs are expressing some concerns with obtaining 3 reference letters over the next few days before the deadline. So I wanted to check with you to see if it was possible for the prime to submit 3 reference letters and for the specialty subs to submit 3 reference contacts.	THE PRIME CONSULTANT NEED ONLY TO SUBMIT REFERENCES.
5	Page 7 illustrates the DIVERSITY COMMITMENT but references teams on several occasions within this section, but does not reference an individual firm submitting qualifications for an individual discipline. Is this the only way for a non-DBE firm to submit a responsive SOQ for an individual discipline to meet the DBE goal?	A NON-DBE FIRM MUST MAKE A GOOD FAITH EFFORT IN ACHIEVING THE DBE PERCENTAGE
6	Will a non-DBE firm that does not have a DBE subconsultant be considered non-responsive unless it has a DBE subconsultant?	NO
7	Does the DBE subconsultant to a non-DBE firm have to be in the same discipline as being submitted for? i.e. "landscape architect DBE subconsultant to a non-DBE landscape architectural firm"	NO
8	What is the % evaluation criteria related to a non-DBE firm that does not have a DBE subconsultant?	A NON-DBE FIRM MUST MAKE A GOOD FAITH EFFORT IN ACHIEVING THE DBE PERCENTAGE
9	It is not in the addendum, but she said the new requirement is one original and seven copies. Can you confirm this, and are we still to include a digital copy?	YES, ONE (1) ORIGINAL AND SEVEN (7) COPIES ALONG WITH A DIGITAL COPY
10	For the "Experience Responding" section on page 7, are you requesting that we submit no fewer than five projects of prior experience per service or for all? For example, if we are submitting for Construction Management, Inspection and Constructability Review, Civil Engineering Services, Traffic Engineering Services, and Structural Engineering Services, does this mean we need to show 20 projects in total or only 5 projects in total for all services we are submitting on?	YES, HOWEVER IF A FIRM IS SUBMITTING TO FOUR (4) SERVICES AND A PROJECT THAT A FIRM HAS COMPLETED IN THE PAST REFLECTS MULTIPLE SERVICES THEN THAT EXPERIENCE COVERS THE MULTI-SERVICES. FOR EXAMPLE CIVIL ENGINEERING SERVICES, TRAFFIC ENGINEERING SERVICES AND STRUCTURAL ENGINEERING SERVICES MAY HAVE BEEN DONE IN ONE (1) FIRM'S EXPERIENCE.
11	Do we include pages 15-31 as the required forms in our submittal?	REQUIRED FORMS ARE ON PAGES 15, 27 - 31
12	Please let me know if I can provide similar project examples completed by the firm, but located outside of Texas.	YES
13	Page 2 of the RFQ states "Project Management Services" as one of the on call services required. Does the "Project Management Services" refer to Program Management Services which will include providing project management, engineering plan review, monthly progress meetings and bidding assist services for capital improvement project(s).	YES
14	Is construction site photography monitoring something that is needed on the current project?	POSSIBLY, DEPENDS ON THE NEED
15	Can we submit the digital copy of the SOQ on a USB drive instead of a CD-R?	YES
16	Can we place the required Forms, including the "Required Response Form", in an Appendix at the end of the SOQ that will not count towards the 30pg. limit?	YES
17	The RFQ requires the SOQ to be spiral bound with divider tabs per the evaluation and selection criteria. Would other binding types be accepted?	ALL BIDDING WILL BE ACCEPTED; EXCEPT FOR 3-RING BINDERS, PAPER CLIPS, STAPLES OR BINDER CLIPS (THESE WILL NOT BE ACCEPTED).
18	By "evaluation and selection criteria", do you mean "minimum submittal contents" described in the Content and Form section on pages 6 and 7 OR Evaluation and Selection Criteria section on page 8?	PLEASE FOLLOW THE MINIMUM SUBMITTAL CONTENTS IN THE "CONTENT AND FORM" SECTION ON PAGES 6 AND 7.
19	Is the Authority requesting a SOQ submittal with a full project team to cover all the services listed on Page 2 of the RFQ (or) Can a firm/team submit only its qualifications for certain specific services it can provide (e.g., Civil Engineering Services).	YES, A FIRM/TEAM CAN SUBMIT FOR SPECIFIC SERVICES
20	Can a firm/team submit only its qualifications for certain specific services it can provide (e.g., Civil Engineering Services).	YES
21	If a Non-DBE firm submits individually without any other team members, how will the DBE goals be met? Will the selected firm be assigned an appropriate DBE sub-consultant by the Authority?	THE SELECTED FIRM WILL BE ASSIGNED A DBE FIRM
22	Will you also clarify whether the subconsultant has to be only DBE or can they be MWBE?	FIRMS WILL BE REQUIRED TO DEMONSTRATE COMPLIANCE WITH THE CITY OF HOUSTON MW/DBE PROGRAM, HOWEVER, THE AUTHORITY WILL GIVE PREFERENCE TO THOSE FIRMS MEETING SUCH GOALS THROUGH PARTICIPATION OF MINORITY-OWNED BUSINESSES
23	Do you have a list of incumbents that previously held this contract? Specifically interested in Geotechnical and Environmental Services incumbents but primes would interest me as well for teaming purposes.	THERE ARE NO INCUMBENTS FOR THE ON-CALL
24	On page 7, the RFQ requests letters of reference for past work. If we submit as a complete team, would you like letters for the prime firm only, prime and key subconsultants, or all firms on the team?	YES
25	Please provide the list of names of firms precluded from submitting on this proposal?	NO FIRM IS PRECLUDED FROM SUBMITTING
26	Are the firms submitting as a group or as individual services?	FIRMS MAY SUBMIT AS A GROUP OR INDIVIDUAL
27	Do the firms have to meet the 30% DBE goals as a group or on each services they are selected on?	AS A GROUP
28	Will the board notify firms if they are selected as a team or individual service?	YES
29	Will certifications (DBE, MBE, WBE) be allowed in an appendix and not counted towards overall page limit?	YES
30	Since we do not know the project for which we might be selected, how do we estimate the %s.	THERE IS A 30% MW/DBE THAT MUST BE ACHIEVED IN GOOD FAITH
31	Are the percentages per firm guaranteed?	FIRMS MUST MAKE A GOOD FAITH EFFORT
32	I am confused by Form "D". Do we transfer information from Form "C" and have the Subconsultant sign?	FORM "C" WILL LIST BOTH DBE AND/OR NON-DBE FIRMS. FORM "D" IS APPLICABLE ONLY TO DBE FIRMS.
33	Will we have sub-consultants assigned to us or do we put together a team?	A TEAM OR INDIVIDUAL FIRM MAY BE ASSIGNED A SUBCONSULTANT
34	If the scope of work (SOW) is more or less than anticipated can the Team makeup change to meet the SOW?	YES
35	Is this RFQ is looking for a team that need to combine all services on page 2? (Landscape, Environmental, etc.)	NO, AN INDIVIDUAL FIRM OR TEAM MAY SUBMIT FOR ONLY ONE (1) SERVICE.
36	or Is this RFQ is looking for an individual team to be on pre-qualified firms to provide on-call services to any of services on page 2?	YES, THE RFQ IS LOOKING TO PRE-QUALIFY INDIVIDUAL FIRMS AND TEAMS.
37	Can we submit this RFQ based on Surveying & Mapping Services? Or We do need to put together a team that combine all services.	NO, AN INDIVIDUAL FIRM OR TEAM MAY SUBMIT FOR ONLY ONE (1) SERVICE.
38	With regard to the letters of recommendation, do sub consultants need to provide these as well if they are simply supporting a service line (i.e., geotechnical driller or supplemental materials testing). Thank you in advance for your response.	THE PRIME CONSULTANT NEED ONLY TO SUBMITT REFERENCES.
39	The structure of the RFQ suggests that DBE firms may submit as a sub-consultant on a larger multidisciplinary team AND individually, as prime, for any one of the individual disciplines listed on Form E. Is this the correct interpretation? • How might these different strategies (to submit on teams, submit individually, or both) affect evaluation/selection?	SUBMITTING AS EITHER AN INDIVIDUAL OR TEAM DOES NOT AFFECT THE SELECTION
40	So I wanted to check with you to see if it was possible for the prime to submit 3 reference letters and for the specialty subs to submit 3 reference contacts.	THE PRIME CONSULTANT NEED ONLY TO SUBMITT REFERENCES.
41	How many times may a firm submit as a subconsultant?	THERE ARE NO RESTRICTIONS ON THE NUMBER OF TIMES AN INDIVIDUAL FIRM CAN TEAM WITH A PRIME.
42	May a firm use old reference letters?	YES
43	We also need clarification on whether the pre-proposal conference is on Wednesday, April 3rd. The RFQ has Tuesday, April 3rd. Will it be on a Tuesday or Wednesday?	WEDNESDAY, APRIL 3RD