Request for Statements of Interest and Qualifications for Professional Architect/Engineering Consulting Services for the Brownsville South Padre Island International Airport

PES-67-1117 Addendum # 1 Due: October 18, 2017 at 3:00 P.M.

City of Brownsville Purchasing Department

ADDENDUM # 1

Request for Statements of Interest and Qualifications for Professional Architect/Engineering Consulting Services for the Brownsville South Padre Island International Airport

Date Issued: October 12, 2017

ACKNOWLEDGEMENT OF RECEIPT

Please fax this page upon receipt

Please fill in the requested information below as acknowledgment that you have received the Addendum noted above. If your firm is interested in participating, this sheet must be completed and returned or faxed to:

Mr. Roberto C. Luna, Jr.
Purchasing Director- City of Brownsville - P.O. Box 911
City Hall 1001 E. Elizabeth St. 1ST FLOOR Suite No. 101
Brownsville, Texas 78520
Phone: (956) 548-6087 Fax: (956) 546-2711
Email: purchasing@cob.us

Name of Firm: _____________________________________________

Address: ________________________________________________

City, State ______________________________ Zip: _____________

Telephone Number: ____________ Fax Number: ____________

E-mail: __________________________________________________________________

( ) YES, Our Company does have an interest in responding.

( ) NO, Our Company does not have an interest in responding.

Name: (Print) ____________________________________________

Title: ________________________________________________

Signature: ____________________________________________

Date: _____________________
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**ADDENDA:** The undersigned hereby acknowledges receipt of the following addenda to the Specifications, all of the provisions and requirements of which Addenda have been taken into consideration in the preparation of the foregoing proposal.

1. **A. Clarifications/Additional Information/Changes to the Original SOQ package:**

Page 15 of 31 the RFQ States:

“SECTION 8. DBE PARTICIPATION

**Question # 1** - Describe your program for the direct involvement of Disadvantaged Business Enterprises (DBE) in the ownership, management, or operation of your business. If you are a certified DBE, indicate the source of your certification. The current year DBE goal for Brownsville/South Padre Island International Airport is 8% of the dollar volume of contracts awarded.”

**Answer:** If you need to add a DBE as a sub consultant, organize this section into section D on page 14.

**Question # 2** - The RFQ states, “The Statement of Qualifications shall be prefaced by an Executive Summary of two (2) pages or less, which gives in brief, concise terms a summation of the submittal.” Please confirm the Executive Summary is outside of the 25 page limit for the SOQ.

**Answer:** The Executive summary will not be counted as part of the 25 page submittal.

**Question # 3** - The RFQ requests various information in different sections of the documents. Please clarify the following:

**Question # 4** - Page 12 of the pdf lists a first set of Evaluation Criteria.

**Answer:** List of evaluation criteria for ranking, which is part of the score sheet. Be sure to include section 5 and 6 in the submittal for evaluation.

**Question # 5** - Page 13 of the pdf lists the scoring Evaluation Criteria.. not all inclusive of the list on page 12.

**Answer:** Ensure that you organize the SOQ in accordance with the score sheet, but also include the section 5 A-E on page 14.

**Question # 6** - Page 14 of the pdf shows how to organize the submittal of 25 pages yet doesn't include what is on the chart on page 13 of the evaluation criteria.

**Answer:** Page 14 is a minimum but you should also include Items on the score sheet as part of your submittal.
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From: Jordan, Amanda [mailto:Amanda.Jordan@kimley-horn.com]
Sent: Tuesday, October 03, 2017 3:17 PM
To: Purchasing <Purchasing@cob.us>
Cc: Malo, Jay <Jay.Malo@kimley-horn.com>
Subject: SOQ #PES-67-1117 Professional Architect/Engineering Consulting Services for BRO | Questions

Question # 1 - Understanding that this is a qualifications-based selection for a multi-year, on-call professional services contract that may include a number of identified projects (Section 2) at the airport, Section 5 – Selection Process requires a cost estimate and fee for evaluation and negotiation from the number one ranked firm. This is allowable under AC 150/5100-14E when an immediate project is named for completion under the first grant to be initiated under this contract. Of the list provided, which project will be awarded under the first grant and should then be used for the fee negotiation?

Answer: The process is based on qualifications only. Only when a project is identified, then a fee cost estimate will be requested. If an agreement can’t be negotiated, then the airport can elect to move to the second ranked firm. Projects will depend on available FAA Funding.

Question # 2 - Section 6 defines the organization to be followed by the SOQ, summarized as an executive summary, experience of prime and sub consultant and assigned staff. Section 5 list the evaluation criteria to include various items listed in A through S and the evaluation score sheet lists additional elements to be scored. Are we bound by the organizational layout given in section 6 or can we organize our SOQ to follow/address the earlier criteria and scoring sheet?

Answer: Organize your SOQ to follow and address the criteria and scoring sheet.

Question # 3 - Section 6 limits the SOQ to 25 pages. The RFQ also requests a number of forms to be completed and submitted with the SOQ. Will the forms requested in the RFQ count against the page limit?

Answer: No

Question # 4 - Section 6 limits the SOQ to 25 pages. The RFQ also has a space for the Bidder’s Initials. Are the pages of the RFQ with “Bidder’s Initials” at the bottom to be submitted with the SOQ? If so, will those pages count against the page limit?

Answer: Yes, No

Question # 5 - Section 6 limits the SOQ to 25 pages. Will resumes and/or project reference sheets count against the page limit?

Answer: Executive Summary and resumes will not count as the 25 page limit.

Question # 6 - Section 7 – Proposed Time Schedule states the short-listed firms will be notified and invited to interview on 11/3. It also states the interviews will be held on the same day, 11/3. Is this correct that we may be notified and interviewed on the same day?
Answer: No, Interviews will be scheduled at a later date.

Question # 7 - Section 7 – Proposed Time Schedule states that a scope and fee will be received on 11/9, followed by an independent fee analysis. Which project will be granted for this initial scope and fee?

Answer: Removed from the SOQ.

Question # 8 - Section 8 – DBE Participation identifies the current goal for BRO as 8%. Considering the SOQ format noted in Section 6 does not include a section for DBE compliance and Section 1 – General Information notes that “the proposer may or may not include their sub consultants with this SOQ,” where, when, whom, and how do you want our proposal to address meeting the DBE goal?

Answer: Include your sub consultants as part of the SOQ.
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Question # 3 - Section 6 limits the SOQ to 25 pages. Will the cover and/or back cover count against the page limit?

Answer: No

Question # 4 - Section 6 limits the SOQ to 25 pages. Will a table of contents count against the page limit?

Answer: No

Thank you,

Kimley-Horn

Amanda Jordan
Kimley-Horn | 13455 Noel Road, Two Galleria Office Tower, Suite 700, Dallas, TX 75240
Direct: (972) 776-1717 | www.kimley-horn.com
Submitted,

(Name of Bidder)

(Signature)

(Print)

Date

END OF ADDENDUM # 1