
City of Cedar Hill, Texas



Addenda Number 1 – October 25, 2019

RFQ: 2019-100-01

Request for Qualifications:

for Design and Engineering of the Premier Library and Signature Park Trail

<p>Qualifications Due:</p>

<p>Friday, November 1, 2019 @ 3:00 PM (Local Time)</p>
--

Deliver To:

Greg Pervis, Purchasing Coordinator
Finance Department
Cedar Hill Government Center
285 Uptown Blvd., Building 100
Cedar Hill, TX 75104
(972) 291.5100 Ext. 1064

Addenda Number: 1 – Questions and Responses

Questions and answers provided below include unanswered questions that were asked during the Pre-Application Conference, and questions received prior to the October 17th deadline.

1. Question: Will the Geotechnical Testing be hired directly through the City or will the Architect or Civil Engineer be responsible for hiring our services?

City Response: The City will discuss the Geotechnical/Testing aspects with the Prime Firm that is chosen in the Selection Process. If it is determined at a later date that Geotechnical testing services are needed, the City will seek quotes or will issue a formal solicitation depending upon procurement thresholds as per the City's purchasing policy.

2. Question: If we are looking at teaming-up for this project. Will anyone who is intending to bid as a Prime be disqualified if they did not directly receive the solicitation invitation by the City?

City Response: Any firm is invited to submit a response as long as they attended at least one of the mandatory pre-bid conferences. The City held two (2) which were on October 3, 2019 and October 10, 2019. Please refer to page 12 of the original solicitation.

3. Will this RFQ include Geotechnical Engineering and Construction Materials Testing Services under the Design Team selected or will these services be requested under a separate RFQ?

City Response: Similar to the Answer for question #1 – If it is determined at a later date that Geotechnical testing services and Construction Materials Testing Services are needed. The City will seek quotes or will issue a formal solicitation depending upon procurement thresholds as per the City's purchasing policy.

4. Are there any limits regarding the number of people who can attend the pre-bid conference?

City Response: There are no attendee limits.

5. There are a few documents that are referenced in the RFQ that we are unable to access and was seeking to find out how we could obtain the Parks' Open Space Vision Plan and the Library Master Plan?

City Response: All links in the RFQ are now working.

6. Minority/Women Business Enterprise: Does that need to be a Prime or Sub?

City Response: The Prime or Sub-Contractor can be a Minority/Women Business Enterprise.

7. When counting the 60-page limit for the response, does this consider front-and back or only one-sided?

City Response: The 60 page (SOQ) as listed on page 13 of the RFQ should be no more than 60 pages one-sided or 30 – double-sided pages.

8. Does the sample professional services agreement (item #2) as stated on page15 count towards the 60-page response limit

City Response: The sample professional services agreement is not included in the 60-page count for SOQ responses.

9. How many firms do we plan to short list?

City Response: Through the Schedule of Events (page 12), Proposals will be evaluated by November 8th; teams will be selected for face-to-face interviews the week of November 11th. The City reserves the right to adjust the schedule as it deems necessary. The City plans to short-list approximately 3-5 firms.

10. Do we count tabs as part of the 60-page limit?

City Response: No, tabs do not count as part of the 60-page SOQ limit as stated on page 13 of the RFQ.

11. Are we awarding one contract?

City Response: It is our intent to award one contract to the Prime vendor contingent upon the outcome of Geotechnical needs and Construction Material testing needs. (please see questions 1 & 3 above).

12. Do we need to be on the vendor list already?

City Response: The City does not have a pre-determined vendor listing for this project.

13. Has the Selection Committee been selected?

City Response: No, the Selection Committee has not been selected.

14. Can we have a professional Cost Estimator on our Team?

City Response: Yes, however this is not a stated requirement for this solicitation.

15. Do we anticipate this project to be Architect - Lead? How is the team formed?

City Response: The team can be formed with any participants as outlined in the Technical Expertise Section of the RFQ (page11).

16. Budget for each design?

City Response: The total project budgets are listed on page 9 of the RFQ.

17. Does the responding firm need to provide a Surveyor, or will the City provide a Surveyor?

City Response: The City already has recent surveys, but the Prime can determine (later) if more surveys are needed.

18. How will the Park be connected to the Library?

City Response: The Signature Park and the Library should be designed to connect.

19. How much space(acreage) for each the park and library?

City Response: The Library sits on a 10-acre lot and will take up approximately 5 acres. The Park is approximately 3-5 acres. (See page 9 of the RFQ).

20. Will a list of all pre-bid conference attendees be published?

City Response: Yes, the list was e-mailed to all attendees of both pre-bid conferences.

21. Is there a target date or construction date for Phase 1?

City Response: 18 months, from the start of the design, is the Target Date for the construction of Phase 1.

22. Is there an estimated completion date?

City Response: Not Determined.

23. How many Public Input Meetings are required?

City Response: The selected Prime Firm will provide a recommendation on the number of Public Input Meetings.

24. Is the Selection Process and the Interview Process the same?

City Response: The Interview Process is part of the Selection Process. The Selection Process includes evaluation and ranking of responses and presentations (interviews). (see RFQ page 11)

25. Is the Prime included on the 20% Minority/Women Business Enterprise goal?

City Response: Yes, the Prime is included in the 20% Minority/Women Business Enterprise goal.

26. If you are not certified (licensed or registered to do business) in Texas but partner with one, will that work?

City Response: The prime firm selected must be permitted to do work in the State of Texas. (See related required form on page 28 of the RFQ).

27. Can we use the old Concept Plan for the Signature Park?

City Response: You can utilize the Parks' Master Plan and public input for the design of the Signature Park.

28. How much was the land purchase?

City Response: The total project budget can be found on page 9 of the RFQ.

29. Who can fill out the financial forms?

City Response: Anyone who is legally authorized to fill out financial forms on behalf of the company.

30. Under Submittal Forms and Documents number 3 is Company Profile but there is no corresponding form. Is this a place where we can include our typical company profile and is there a page limitation to that and would that be included as part of our 60-page limit?

City Response: There is no form for the Company Profile Section, however this section is included in the 60-page SOQ limit as per page 13 of the RFQ.

31. Do we need to execute the entire Vendor Packet including bank/ACH information?

City Response: The Bank/ACH information is not required until the Prime is selected.

32. Do we submit the Sample Agreement within the forms section as a reference/acknowledgement without filling in or including signatures?

City Response: The sample Agreement needs to be included in your submittal and does not count towards the 60-page limit.

This is intentionally left blank

please see the next page

33. RFP REVISION of PAGE 13 of RFQ – SECTION: SUBMITTAL FORMS AND DOCUMENTS

Clarification on Submission Format

All Proposals must include the following forms and documents in the given order: The 60-page SOQ limit omits **City Required Documents**.

Tab 1. Qualification Items (also referred to as SOQ): *(TAB 1 is counted in the 60-page SOQ limit)*

Sub Section A: TEAM QUALIFICATIONS AND AVAILABILITY (as outlined in Item 2 on page 13)

Sub Section B: PROPOSED TEAM SPECIALITIES AND EXPERTISE (as outlined in Item 3 on page 14)

Sub Section C: DESIGN PROJECT APPROACH AND ENGAGEMENT STRATEGY (as outlined in Item 3 on page 14)

Tab 2. Professional Services Agreement (Sample – Exhibit A). Please note that this agreement is a sample only and does not need to be executed for RFQ submission. Please note an acknowledgement and receipt of the sample by writing on your submission. **(City Required Document)**

Tab 3. Company Profile *(TAB 3 is counted in 60-page SOQ limit)*

Tab 4. Proposal Transmittal and Statement of Certifications and Assurances **(City Required Form)**

Tab 5. Business Diversity **(City Required Form)**

Tab 6. Insurance Agent Affirmation **(City Required Form)**

Tab 7. References **(City Required Form)**

Tab 8. Financial Statement **(City Required Form)**

Tab 9. Vendor Packet **(City Required Forms)**

Respondents are instructed to return a copy of this addenda form signed by an authorized agent as part of the application response. By signing this document, you acknowledge receipt of Addendum 1.

SIGNATURE

COMPANY

DATE