



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO, CPPB
PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor
GALVESTON, TEXAS 77550

August 1, 2023

PROJECT NAME: Architectural/Construction Program Management

SOLICITATION NO: RFQ #B231028

Re: ADDENDUM #1

To All Prospective Qualifiers:

The following information is being provided to aid in the preparation of your RFQ submittal(s):

Current Purpose:

The Purpose statement in the Special Provisions section, page 2, has been deleted in its entirety and is replaced by the revised purpose statement mentioned below:

Galveston County is seeking professional architecture and construction program management services for the design and construction administration of various projects. In particular we are seeking qualification statements for the specific disciplines listed below:

- *Architectural Services*
- *Construction Program Management Services*

It is the intent of the Galveston County Commissioners' Court to create a pool of qualified firms for the specified work.

Questions:

Question #1: *Our firm provides construction program management services but not architectural services. Will you be accepting statements of qualification for just program management/construction program management services in response to this RFQ?*

Response: We will except statements for all listed disciplines.

Question #2: *The submission requirements appear to differ in a few places, sometimes asking for a electronic copy sometimes not. Can you clarify that we do or do not need to provide a electronic copy on a thumb drive?*

Response: Sets of six (6), one unbound single-sided original, five (5) single-sided copies and one (1) electronic copy of its Statement of Qualifications (thumb drive) are required.

Question #3: *Also just for clarification, we need to provide one original copy unbound with wet signatures and 5 copies, so 6 copies in total?*

Response: Correct, plus one (1) flash (thumb) drive.

Question #4: *Lastly, do we address the package to RFQ #b231028, Architectural/Construction Program Management or to yourself at Rufus Crowder, CPPO CPPB Purchasing Agent 722 Moody Avenue (21st Street) Fifth (5th) Floor Galveston, Texas 77550, just want to make sure we package everything correctly for you guys.*

Response: All submittals must be marked on the outside of the sealed envelope: RFP #B231028, Architectural/Construction Program Management. Vendor's name and return address should be displayed on the proposal package. All submittals are to be delivered to the submittal address referenced in the bid document at the specified date and time.

Question #5: *The RFQ states "The combined number of pages between corporate profile and project approach (Tabs 2 and 3) shall not exceed fifteen (15). Respondent may choose any internal breakdown for the 15-page limitation."
However, there is no other mention of "Tabs". In addition, the only required categories mentioned are listed under "Evaluation Criteria" and none of these are labeled as a "Corporate Profile" or "Project Approach."
In relation to this, the RFQ states "The responses are each to...be organized/tabbed in the sections described below." However, no sections are listed.
Can you please confirm if we should divide our response based on the evaluation criteria provided or if there is another list of sections and corresponding requirements we should be referencing?*

Response: Please disregard the mention of "Tabs" and "Section Tabs and Tabbed Sections", however, corporate profiles and explanation of how you approach projects are important to the Evaluation Committee. The Evaluation Committee will use the evaluation criteria as a general guideline when qualifying submittals.

Question #6: *There are two instances within the RFQ that mention a thumb drive.
• "The responses are each to be provided within a three-ring binder (or thumb drive)"
• "of its Statement of Qualifications (on a thumb drive)"
However, there are a variety of other statements that exclude any mention of a USB when describing submittal requirements.
Can you please confirm if a thumb drive is required or not?*

Response: Please refer to the response to question #2.

Question #7: *Could the government kindly furnish instructions on the Organization of Qualifications?*

Response: Refer to the response on Question #5.

Question #8: *Page 5, Section K. Response Formatting – Tabs 2 & 3 include the Corporate Profile and Project Approach. What is to be included for Tab 1?*

Response: See response for Question #5.

Question #9: *Page 7, Section P. Evaluation Criteria – under “Category 2”, are the program requirements stated within this RFQ?*

Response: No. The intent of this RFQ is to create a pool of qualified firms to perform the work that involves the disciplines outlined in the purpose statement and scope of work.

Question #10: *Per Attachment A, Vendor Qualification Packet, the CIQ form must be completed and returned to the Galveston Purchasing Department however on Page 16, Section 40 of the RFQ document, it states that the CIQ form must be filed with the County Clerk. Is it necessary to file the CIQ form with the County Clerk before the RFQ deadline to ensure our Response is considered acceptable?*

Response: For evaluation purposes, the CIQ form must be filed with the County Clerk by the solicitation date and deadline.

Question #11: *Are financial reports to be included within our RFQ response? If so, please provide instructions as to what financial reports are required with our response.*

Response: Please respond to the required and/or requested items in the RFQ. If these items are not requested, but included in your submittal, the evaluation committee will review.

Question #12: *Please confirm if the COI with Galveston County listed as an additional insured, must be submitted with our RFQ response.*

Response: Yes.

Question #13: *What license and/or registrations are required with our RFQ response?*

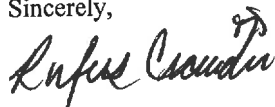
Response: Please respond to the required and/or requested items in the RFQ. If these items are not requested, but included in your submittal, the evaluation committee will review.

If you have any further questions regarding this bid, please address them to the representative listed below, via e-mail at purchasing.bids@co.galveston.tx.us, or contact the Purchasing Department at (409) 770-5371.

Rufus G. Crowder, CPPO CPPB
Galveston County Purchasing Agent
722 Moody, Fifth (5th) Floor
Galveston, Texas 77550
E-mail: purchasing.bids@co.galveston.tx.us

Please excuse us for any inconvenience that this may have caused.

Sincerely,



Rufus G. Crowder, CPPO CPPB
Purchasing Agent
Galveston County