



THE COUNTY OF GALVESTON

RUFUS CROWDER, CPPO CPPB
PURCHASING AGENT

ERIN QUIROGA, MBA, CPPB
ASSISTANT PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor
Galveston, Texas 77550
(409) 770-5371

May 1, 2024

PROJECT NAME: Professional Engineering Services for County Projects
SOLICITATION NO: RFQ #B242018
RE: ADDENDUM #1

To All Prospective Qualifiers:

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

Question #1: *Can a prime consultant (the main service provider) assemble a team consisting of multiple subconsultants to submit one package on behalf of the entire team:*

Response: No, submit qualifications for your firm only. The County does not contract with sub-contractors. Any exceptions should be listed on separate sheets of paper and identified as such.

Question #2: *Do the subconsultants need to fill out all the forms in the attachment, if the answer to Question #1 is yes.*

Response: Refer to the response in Question #1.

Question #3: *Does the prime consultant need to provide insurance certificate with the submitted RFQ package? Or it will only be provided later when an assignment is about to be awarded?*

Response: Submit insurance certificates with the RFQ package.

Question #4: *Are you looking for a team that can provide all of the requested services listed in the RFQ or are we able to submit based on the listed services we are able to provide?*

Response: Submit qualifications for your firm only based on the disciplines provided by your company.

Question #5: *Is there a page limitation to the amount of resumes we can include in "Category 3: Qualifications of key personnel?"*

Response: There is no page limit for resumes

Question #6: *Under "Category 4: Similar Previous Project" is it acceptable to include projects that have design completed or projects that will have construction completed within the next six months?*

Response: Submit projects that you believe demonstrate your qualification.

Question #7: *Under "Category 5: References" is it acceptable to include contact information from Galveston County staff?*

Response: Submit references that you believe demonstrate your qualifications.

Question #8: *Can you provide additional information on the Procurement Card (P-card) program?*

Response: It is as stated in the General Provisions: *The County of Galveston participates in a Procurement Card (P-Card) program that allows payments made to a vendor by credit card. This method typically results in substantially faster bill payments, sometimes within three (3) to five (5) days of the actual transaction date. All transaction fees from the card provider are to be paid by the successful contractor. If awarded company will accept payment via credit card (Visa, MasterCard, etc.), this should be notated in the RFQ submittal.*

Question #9: *Is there a date for the continuation of Direct Deposit/ACH payments?*

Response: No. These are dealt with on a one-by-one basis.

Question #10: *Could you provide the attendance sheet for today's pre-submittal conference?*

Response: The attendance sheet is attached to this addendum.

Question #11: *Can we use 10-point Myriad Pro font or do the County reviewers have a preference?*

Response: No preference. Responses should be easily legible.

Question #12: *Does the instruction on the RFQ, stating "An authorized representative of the Responder must sign the RFQ," imply that signing the Required Documents Checklist on page 105 (see snip below) satisfies the RFQ signing requirement? Or should the signature be placed elsewhere?*

Response: Respondents should sign per the instructions.

Question #13: *Are all 5 copies of the submittal to be unbound (binder clip), or just the original? If not, is spiral/coil binding acceptable for the 4 single-sided copies?*

Response: Only the original needs to be unbound. Spiral/coil binding is acceptable for the 4 single-sided copies.

Question #14: *SIGNATURE OF RFQ: Is the Prime firm required to sign each Contract page, if the firm will be taking exceptions to some items in the Contract?*

Response: Yes. Any exceptions should be listed on separate sheets of paper, identified as such, and returned with your submittal.

Question #15: *16 SIGNATURE OF RFQ: Is the Prime firm required to sign each RFQ page?*

Response: See response to Question #14.

Question #16: *61 ASSURANCES FOR CONSTRUCTION PROGRAMS - TEXAS GENERAL LAND OFFICE (GLO): Is the Prime firm and its subs required to state it complies to the clauses identified within this section?*

Response: Yes. There may be projects that require adherence to the GLO requirements.

Question #17: *Completed similar previous projects demonstrating successful results within the last two (2) calendar years. Could these projects be ongoing or more than 2 years?*

Response: Submit projects that you believe demonstrate your qualifications.

Question #18: *Is the Conflict of Interest to be included in our SOQ response, or filed separately with the Galveston County Clerk, or both?*

Response: Filed separately with the County Clerk.

Question #19: *Is the 1295 form required?*

Response: Form 1295 will be required from the awarded contractor prior to the County Judge signing the agreement.

Question #20: *21 RESULTANT CONTRACT: Is the Prime firm required to submit a proposed contract/agreement with its response, or its sample material terms and conditions for review and consideration within the SOQ? If so, where should this sample contract be placed?*

Response: The County will provide the resultant contract. A proposed contract does not need to be submitted.

Question #21: *ORIGINAL CONTRACTS: Please confirm if Prime firm must sign three (3) original contracts and return all three with their submittal. If so, please confirm if it can be placed after the required forms section (T. REQUIRED DOCUMENTS CHECKLIST)?*

Response: Refer to the response in question #20.

Question #22: *EXCEPTIONS TO RFQ CONDITIONS: can these exceptions be placed after the required forms section (T. REQUIRED DOCUMENTS CHECKLIST)?*

Response: Yes.

Question #23: *Is the Vendor Qualification Packet - Attachment A to be submitted as part of the SOQ, mailed separately to 722 Moody Avenue, or both?*

Response: The Vendor Qualification Packet is to be included with your submittal.

Question #24: *If submitting on multiple disciplines, can the Prime firm provide 3 references for all disciplines or 3 per discipline?*

Response: Submit references that you believe demonstrate your qualifications. The references can be for each discipline or multiple disciplines.

Question #25: *Under Master Planning, can you further define what is meant by master planning (stormwater, community, etc.)?*

Response: This type of project could include an assessment of existing roadway, bridge, and drainage conditions in the County and address the need for improvements; determining a prioritized list with anticipation project costs for implementation county-wide; meeting with County staff and representatives from various cities in the Count to receive input on project needs.

Question #26: *Are you having a bid opening per the RFQ?*

Response: Yes, there will be a public bid opening on Thursday, May 9, 2024 qat 2:15 p.m. A link to the virtual bid opening is included in the bid packet.

Question #27: *Can we submit Category 2-5 for each discipline instead of combining?*

Response: Please only use one set of Category 2-5. For reasons with more than one discipline, provide a tab or divider between disciplines. For Categories 3, 4, and 5 dividers could be used just as in Category 2. Clearly state the disciplines being considered in your over letter.

Question #28: *Will a recording of the Pre-Qualification Conference or questions asked/answered be made available?*

Response: Yes, it is available upon request if there was a recording.

Question #29: *Who will be on the committee evaluating the firms?*

Response: This has not been determined.

Question #30: *Should the category of Construction Inspection include Construction Management?*

Response: Construction Inspection can include construction management.

Question #31: *Could the County offer a few typical types of projects that firms may be selected for?*

Response: Preparation of plans, specifications, construction estimates, material testing, for road construction, drainage improvements, stormwater detention, bridge rehabilitation, or related projects.

Question #32: *Is there a page count?*

Response: Question is not clear. The narrative should be no more than 6 pages per discipline. There is not a page limit for the other sections.

Question #33: *Are digital signatures of the authorized signatory sufficient?*

Response: Yes.

Question #34: *Is everyone approved on the listing and if not, how does the scoring and approval work?*

Response: Paragraph S of the Special Provisions lists the scoring and evaluation criteria.

Question #35: *Can you please clarify if the 6-page max applies for only the narrative section (Category 2's brief narrative per discipline) or if the 6-page max needs to include all information per discipline (narrative, key personnel, projects, etc.)?*

Response: The narrative should be no more than 6 pages per discipline. There is not a page limit for the other sections.

Question #36: *Can you please clarify the layout when submitting for more than one discipline (page 8, Evaluation Criteria)? Is it 5 categories total with each discipline living within each category or is it each of the 5 categories for every discipline.*

Response: Please only use one set of Category 2-5. For responses with more than one discipline, provide a tab or divider between disciplines. For Categories 3, 4, and 5 dividers could be used just as in Category 2. Clearly state the disciplines being considered in your cover letter.

Question #37: *References are requested in two different sections. In Category 5, as well as Attachment H. Can you verify if the references are to be in both sections?*

Response: Provide the references in Category 5, as well as Attachment H.

Question #38: *The Debarment form is requested in both Attachment A (as part of the Vendor Qualification Packet) and Attachment B. Can you verify which section this form should go in, or both?*

Response: Either section is fine and only one is required.

Question #39: *Is the Category 4 project information intended to be the firm's experience or the individual experience of the Task Lead for the discipline?*

Response: The firm's experience.

Question #40: *Are the category 4 projects intended to be completed within the last 2 year, or can the timeframe be increased to “within the last 5 years”?*

Response: Timeframe can be increased to within the past 5 years.

Question #41: *Do we need to provide financial records as mentioned on page 8 of the PDF?*

Response: Yes.

Question #42: *Is it necessary to provide a certificate of insurance as mentioned on page 107 of the PDF?*

Response: Yes.

Question #43: *Is there a page limit for the overall SOQ?*

Response: No.

Question #44: *Should the “T. Required Document Checklist” document be submitted before all attachments?*

Response: No.

Question #45: *With regard to category 4, Bullet point 3, should we submit professional pocket cards and the firm’s TBPELS certifications?*

Response: Professional pocket cards and the firm’s TBPELS certifications may be submitted.

Question #46: *Can we include other professional engineering services not listed on the RFQ, such as traffic studies, traffic signals, etc.?*

Response: Yes. That is the intent of the “Other Professional Engineering Services (specify)” found in paragraph A of the Special Provisions

Question #47: *Can you please let me know when the addendums will be released?*

Response:

Question #48: *Would you consider GIS (Geographic Information System) Support Services as one of the disciplines you are interested in?*

Response: No. GIS is an important support service for engineering. It is not considered a professional service.

Question #49: *What are all the funding sources for this contract?*

Response: Funding may be from bond issues proceeds or the County’s general fund.

Question #50: *What is the overall purpose/goal of this contract?*

Response: See paragraph A of the Special Provisions.

Question #51: *Can on-going project be featured in the SOQ, or do they have to be completed?*

Response: On-going projects can be submitted.

Question #52: *What is the timeline for program delivery?*

Response: No timeline has been determined. Since no particular project has been identified, the scope of work and timeline have not been determined. The purpose of this RFQ is to qualify firms within the engineering discipline(s) the proposer chooses to be considered.

Question #52: *Do Respondents need to include proof of insurance or an insurance certificate with our submission? On page 8 (pdf page 14), pages 4-15 at Section 37 (pdf pages 20-21), and page 2 (pdf page 107), the solicitation states “on contract award...”; however, on page 6 at Section M. (pdf page102), the solicitation states “Respondent must submit with its response...”. Please advise.*

Response: Certificates of Insurance should be included in your submittal.

Question #53: *Form T. REQUIRED DOCUMENTS CHECKLIST contains a number listing of items; however, the listing of numbers is incorrect after number 8. Will a corrected numerical listing be provided via Addendum or shall we just list the items in the numerical order as presently shown?*

Response: A corrected Form T is included in this addendum.

Question #54: *Is bridge design included as a discipline for this solicitation? On the second page of the pdf, bridge design is not a listed discipline; however, on page 2 (pdf page 98) of the solicitation, bridge design is included in the discipline listing. Please advise.*

Response: Bridge design is included.

Question #55: *Please confirm if the project experience is NOT included in the 6 allotted pages in the narrative section.*

Response: Correct.

Question #56: *Is the “Evaluation Criteria” the way we should organize our submission? (i.e. Section 1 – Cover Letter, Section 2 – Brief Narrative, Section 3 – Key Personnel, Section 4 – Project Experience, Section 5 – References?)*

Response: Yes.

Question #57: *What are the proposed types of projects under this contract?*

Response: Preparation of plans, specifications, construction estimates, material testing, for road construction, drainage improvements, stormwater detention, bridge rehabilitation, or related projects.

Question #58: *Are SUE services considered only locating and mapping, or do they include utility coordination as well?*

Response: There are several levels of subsurface utility engineering. Submit responses based upon your firms qualifications.

Question #59: *Do we need to include a copy of our Texas Board of Professional Engineers certificate in the submittal package?*

Response: Copies of Texas Board of Professional Engineers certificates may be submitted.

Question #60: *During the pre-qualification conference, it was mentioned that applicants need to submit a CIQ (Conflict of Interest) form even if we have no conflict of interest. However, this is not specified in the RFQ. Is this correct? Do we need to fill out and submit a CIQ form even if we have no conflict of interest?*

Response: Yes. Submit them to the County Clerk as explained in the instructions.

Question #61: *Does the P-CARD program from General Provisions, Section 12, apply to this RFQ? Are Engineering consultants required to participate in the P-Card program?*

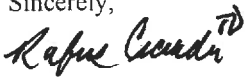
Response: No. That is one of the methods of payment utilized by the County if preferred by the contractor.

If you have any further questions regarding this bid, please address them to the following representative, 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: rufus.crowder@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

SPECIAL PROVISIONS

**REQUEST FOR QUALIFICATION
PROFESSIONAL ENGINEERING SERVICES FOR COUNTY PROJECTS
GALVESTON COUNTY, TEXAS**

T. REQUIRED DOCUMENTS CHECKLIST

By signing here, the firm does hereby attest that it has fully read the instructions, conditions, and general and special provisions and understands them. **Proposer shall return this checklist with completed submittal.**

THE COMPANY OF: _____

ADDRESS: _____

The following documents shall be returned or confirmed with an "X" with solicitation submittals. Failure to do so may be ample cause for rejection of submittal and deemed as non-responsive. It is the responsibility of the Bidder to ensure that Bidder has received all addenda.

Items:	Confirmed (X):
1. Required Documents Checklist (this page)	_____
2. Addenda Acknowledgement (if any)	#1 _____ #2 _____ #3 _____ #4 _____
3. One (1) original, and four (4) copies of submittal, one (1) electronic version	_____
4. ATTACHMENT A - Vendor Qualification Packet	_____
5. ATTACHMENT B - Certification Reg. Debarment, Suspension, and Other Ineligibility	_____
6. ATTACHMENT C - Certification Regarding Lobbying Form	_____
7. ATTACHMENT D - Non-Collusion Affidavit	_____
8. ATTACHMENT E - Prohibition on Contracts with Companies Boycotting Israel	_____
9. ATTACHMENT F - Prohibition on Contracts with Certain Companies	_____
10. ATTACHMENT G - Information for Notice	_____
11. ATTACHMENT H - References	_____

Person to contact regarding this qualification: _____

Title: _____ Phone: _____ Fax: _____

E-mail address: _____

Name of person authorized to bind the Firm: _____

Signature: _____ Date: _____

Title: _____ Phone: _____ Fax: _____

E-mail address: _____