



## THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO, CPPB  
PURCHASING AGENT

GWEN MCLAREN, CPPB  
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COUNTY COURTHOUSE  
722 Moody (21<sup>st</sup> Street)  
Fifth (5<sup>th</sup>) Floor  
GALVESTON, TEXAS 77550

May 7, 2020

**PROJECT NAME:** Professional Architecture/Engineering Services for County Projects

**SOLICITATION NO:** RFQ #B201031

**RE:** ADDENDUM #1

To All Prospective Qualifiers:

**Special Note:** *The Galveston County Purchasing Department will remain open with limited staff to satisfy procurement operations while practicing and adhering to the social distancing requirements and recommendations of State of Texas Governor Greg Abbott, the CDC, and Galveston County Judge Mark Henry. Deliveries of qualification documents will be accepted as outlined in the solicitation document. Any general public persons visiting the Purchasing Department are requested to adhere to these guidelines as well.*

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

***Question #1:*** *Is the County looking for a full team that includes all the services listed, or can we submit on just one of those services?*

**Response:** You can submit as either.

***Question #2:*** *In past years, there were categories for Roadway Design and Bridge Design. Will those be added to this RFQ? If not, will the County issue a separate RFQ for those services?*

**Response:** No.

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**Question #3:** *The RFQ request one original and 4 hard copies of the Statement of Qualifications. Will that be modified to be only an electronic submittal? If not, will County offices be staffed to receive deliveries? Are there special instructions for deliveries (parking, social distancing requirement, masks, and/or glove requirements, etc.)?*

Response: No electronic submittals are allowed at this time. The responses will be received as mentioned in the solicitation document. The Purchasing Department remains open with limited staff that follow the social distancing and other guidelines of the CDC, Governor Greg Abbott, and the Galveston County Judge. Persons that enter any Galveston County facilities should also adhere to these guidelines.

**Question #4:** *Do you anticipate extending the bid due date?*

Response: No.

**Question #5:** *What additional details are you willing to provide. If any, beyond what is stated in bid documents concerning how you will be identifying the winning bid?*

Response: None, unless questions arise that could potentially change the outcome.

**Question #6:** *Was this bid posted to the nationwide free bid notification website at [www.mygovwatch.com](http://www.mygovwatch.com)?*

Response: No.

**Question #7:** *Other than your own website, where was this bid posted?*

Response: In our newspaper of general circulation in Galveston County, the Galveston Daily Newspaper.

**Question #8:** *What is the correct email to submit questions?*

Response: [purchasing.bids@co.galveston.tx.us](mailto:purchasing.bids@co.galveston.tx.us)

**Question #9:** *What type of projects are anticipated to be awarded as a result of this RFP?*

Response: Expansion/remodel of Facilities, Roof design/replacement, HVAC, & other instances professional services may be required.

**Question #10:** *Should individual SOQ's be submitted for each of the eight disciplines noted? Or is the intent for the SOQ to present a team to address all of the disciplines?*

Response: Refer to the response to Question #1.

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**Question #11:** *Please confirm that there are no specific physical delivery instructions due to COVID-19 AKA per courier, electronic – only, or instructions for Fed-Ex).*

Response: Bids will be accepted per the instructions contained in the bid. Although staffed at a minimum due to the COVID-19 pandemic, the Purchasing Department will be open to receive all bids on a daily basis.

**Question #12:** *May firms opt to only provide qualifications for 1 or 2 of the provided disciplines?*

Response: Yes.

**Question #13:** *For firms that are submitting on multiple disciplines, would you like those rolled into 1 SOQ or prefer to receive a separate SOQ for each discipline?*

Response: One (1) SOQ will be acceptable for all.

**Question #14:** *Please confirm that this is a correct listing of all required forms:*

- a. *W9*
- b. *Form PEID*
- c. *Form CIQ*
- d. *Qualification Form*
- e. *Certificate of Insurance*
- f. *Debarment statement*
- g. *Confirmation of SAM registration*
- h. *Non-Collusion Affidavit*
- i. *Certificate Regarding Lobbying*
- j. *Receipt of addenda (if applicable)*

Response: Yes.

**Question #15:** *Does the County need respondents to include a form 1295 as well?*

Response: No. Form 1295 will be requested prior to contract signage per statute.

**Question #16:** *Is this solicitation for a Prime consultant leading the disciplines you are seeking, therefore we should build a team with other disciplines you describe under the Scopes of Work on page 2 of 6 located in the middle of the RFQ packet provided?*

Response: No.

**Question #17:** *Or is it for sub-consultant work for the disciplines you are seeking, therefore no other services will need to be included as part of our team?*

Response: See response to Question #16.

***Question #18: Can you let us know what building design type is expected under this contract? Are the expected projects identified at this time? If so, can you provide list with project type and budget?***

Response: None specific.... Please refer to the response of Question #9.

***Question #19: What type of projects fall under building design?***

Response: Please refer to the response of Question #9.

***Question #20: Do you have a list of anticipated projects?***

Response: Not at this time.

***Question #21: What types of projects are expected from this RFQ? Federal funded, GLO, HUD, TxDot?***

Response: Federal & County funded.

***Question #22: Would you please confirm which forms should be included in our submittal (pages 57-73)?***

Response: Please reference the response to Question #14.

***Question #23: We are assuming you would like the submission organized using the Evaluation Categories 1-4. Is this correct?***

Response: Yes.

***Question #24: What part of our response to Evaluation Categories 1-4 is subject to the 5-page limit? We assume the Category 1 (approach) response is part of the page limit. Is our response to Category 3 (experience) part of the page limit or is this information considered part of our references?***

Response: Brevity is requested in all response categories

***Question #25: Would you like the team resumes included with our response to Category 2 or in an Appendix section?***

Response: Team resumes can be included with the response.

***Question #26: Would you be interested in a quote for LEED Certifying this project?***

Response: No.

**Question #27:** *Item G, Category 4: Bullet Point 1 and 3 seem to be asking for the same thing as Category 3 providing project profiles. Are you wanting to see a complete list of all projects that have been performed for the County, Cities, and other local Government separate from the Profiles we submit in Category 3?*

Response: No.

**Question #28:** *Page 68 of the RFQ: Form PEID: This form is not requested in the form listed on page 59, is this form required? Most of the information provided in pages 63-73 seem to be a duplicate request from the special provisions outside of form PEID.*

Response: We apologize for the confusion. Form PEID is required to be submitted at with the original submittal.

**Question #29:** *Will the required Environment Services go beyond the requested Lead and Asbestos Services? If so, can you please detail additional services that may be required (i.e., Phase I/II ESAs, Compliance & Permitting (SPCC, SWP3s, Air), Wetlands.*

Response: No.

**Question #30:** *Is the County planning to modify the proposal delivery method from the current request of one (1) original, four (4) hard-copies, and one (1) electronic copy (thumb drive), to a completely virtual submission via email or portal to help avoid any unnecessary contact?*

Response: No. The submission guidelines will remain the same. The Purchasing Department is only staffed by one person at this time due to safe distancing guidelines. Provisions for electronic submissions are not available at this time.

**Question #31:** *Would you provide some clarification about the page limit? The RFQ outlines that the number of pages shall not exceed five (5) for each discipline being considered. Does this include the approach (category 1), the list of experience (Category 3) and requirements (Category 4)?*

Response: Yes. Please try and be as brief as possible. Firms will only need to qualify.

**Question 32:** *We were selected as one of the qualified firms for RFQ #B191043A Construction Manager for Galveston County Projects. Does this selection preclude us from submitting on this RFQ for Construction Inspection?*

Response: No.

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**Question #33:** *Will RFQ #B191043A be used to hire a construction manager for these Galveston County projects?*

Response: No.

**Question #34:** *Can you provide any information on the various projects for which this RFQ is requesting A/E services? Project types and timelines? Category 1 asks that we provide a brief outline describing how the project will be developed and monitored, and include a time frame for the specific tasks and overall completion. Category 3 asks that we list our experience with the type of work contemplated by this proposal.*

Response: The projects will vary. The purpose of this RFQ is to contract with firms that have demonstrated the ability to function according to the disciplines.

**Question #35:** *This RFQ states that the points from each scoring category will be multiplied together for the resultant score. However, each category lists a top score of only 1 point, meaning the highest possible score achievable is a 1. Can you please clarify?*

Response: In this instance, the County is mainly interested in the fact that the firm is qualified to meet the expectations of the disciplines

**Question #36:** *Will there be a pre-proposal meeting? If so, can that be done via Skype/Go-To-Meeting/MS Teams/WebEx?*

Response: No pre-qualification meetings are scheduled.

**Question #37:** *Please explain "...the County of Galveston reserves the right to obtain additional quotes and current pricing information from the successful contractor and other contractors to perform the work as stated per the specifications listed herein and in the resultant.."*

- a. *Does this mean pricing will be involved in the selection of qualified consultants for this solicitation?*
- b. *Is the County expecting to hire multiple consultants for the various categories?*
- c. *Does the County anticipate bidding out task orders to the various pre-approved consultants?*

Response: No pricing. Just qualifications.

**Question #38:** *Should we submit qualifications for sub-consultants?*

Response: Yes.

**Question #39:** *What types of projects are expected under the Building Design and Hydrologic & Hydraulic disciplines?*

Response: None anticipated at this time.

**Question #40:** *Which specific discipline does third party building enclosure review fall under?*

Response: Architecture/Engineering.

**Question #41:** *Which specific discipline does third party building enclosure commissioning fall under?*

Response: Architecture/Engineering

**Question #42:** *Which specific discipline does renovation and/or restoration fall under?*

Response: Architecture/Engineering.

**Question #43:** *Which specific discipline does evaluation of existing facilities fall under?*

Response: Architecture/Engineering.

**Question #44:** *Will the prime firm be allowed to have sub-consultants submit along with the prime firms proposal?*

Response: Yes, if the prime firm needs their submittal as part of a team approach.

**Question #45:** *Are Categories 3 and 4 included in the 5-page limit?*

Response: Yes.

**Question #46:** *For Category 4, are you looking for us to only provide confirmation that we have the requirements or do you want us to submit:*

- a. A list of projects completed in Texas over the least 2 years.*
- b. copies of our licenses and registrations; and*
- c. Experience from the last 5 years?*

Response: The committee will need to see evidence that supports your statements.

**Question #47:** *Would you like the Original copy to be bound or unbound?*

Response: Unbound.

**Question #48:** *Are questions allowed to be submitted until May 7 (7 calendar days prior to the qualifications due date?*

Response: The question deadline was Thursday, April 30, 2020, by 5:00 p.m.

**Question #49:** *Would you please confirm which forms should be included in our submittal (pages 57-73)?*

Response: Please refer to the response on Question #14.

As a reminder, all questions regarding this proposal must be submitted in writing to:

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

If you have any further questions regarding this proposal, please address them to Rufus Crowder, CPPO CPPB, Purchasing Agent, via e-mail at [purchasing.bids@co.galveston.tx.us](mailto:purchasing.bids@co.galveston.tx.us), or contact the Purchasing Department at (409) 770-5371.

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

Sincerely,



Rufus G. Crowder, CPPO CPPB  
Purchasing Agent  
Galveston County





## THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO, CPPB  
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ASST. PURCHASING AGENT

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

May 12, 2020

**PROJECT NAME: Professional Architecture/Engineering Services for County Projects**

**SOLICITATION NO: B201031**

**RE: ADDENDUM #2**

To All Prospective Bidders:

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

The RFQ opening has been amended and reflected below:

**Revised Due Date Timeline:**

- **RFQ Opening: Thursday, May 21, 2020 at 2:30 p.m. CST**

**Question #1:** *If we determine the inclusion of subconsultant information would benefit our qualifications for a discipline, should we include their information?*

**Response:** No. The stated fact that your company will require subconsultants to satisfy the disciplines will suffice.

**Question #2:** *The following responses in the Addenda contradict each other. Can you please clarify?*

- **Question #16:** *Is this solicitation for a Prime consultant leading the disciplines you are seeking, therefore we should build a team with other disciplines you describe under the Scopes of Work on page 2 of 6 located in the middle of the RFQ packet provided?*  
No.
- **Question #38:** *Should we submit qualifications for sub-consultants?*  
Yes.
- **Question #44:** *Will the prime firm be allowed to have sub-consultants submit along with the prime firms proposal?*  
Yes, if the prime firm needs their submittal as part of a team approach.

Response: Question #44: No.

Question #38: No.

Question #44: The prime firm needs to provide the requested information that qualifies them (the Prime) to meet the RFQ standards. There is no need for sub-consultants to submit additional documentation.

**Question #3:** *The following responses do not do not state which of the following eight disciplines the following fall under. Can you please clarify?*

**a. Question 40:** *Which specific discipline does third party building enclosure commissioning fall under?*

Architecture/Engineering

**b. Question #41:** *Which specific discipline does third party building enclosure commissioning fall under?*

Architecture/Engineering

**c. Question #42:** *Which specific discipline does renovation and/or restoration fall under?*

Architecture/Engineering

**d. Question #43:** *Which specific discipline does evaluation of existing facilities fall under?*

Architecture/Engineering

Response: Building Design would be the most logical discipline that these fall under.

As a reminder, all questions regarding this qualification must be submitted in writing to:

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

If you have any further questions regarding this qualification, please address them to Rufus Crowder, CPPO CPPB, Purchasing Agent, via e-mail at [purchasing.bids@co.galveston.tx.us](mailto:purchasing.bids@co.galveston.tx.us), or contact the Purchasing Department at (409) 770-5371.

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

Sincerely,



Rufus G. Crowder, CPPO CPPB  
Purchasing Agent  
Galveston County