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ADDENDA 1

To: All Interested Vendors
From: Araceli Hernandez, Formal Bid/Buyer
Date: August 12, 2020
Subject: RFQ 20-038, As-Needed Professional Surveyor Services for County Projects

This addendum has been issued to notify vendors of the following questions received:

1. Other than the few provided forms, is there a template or format the County would like for us to use?

Response: There is no standard template. Vendor may submit in any form they feel accents their skills bests.

2. On the "3. Statement of Qualifications" – Will the resumes of any surveyor assigned to projects only need to be licensed individuals – will the County require resumes of any of the team members, i.e., SIT's, Survey Techs, Crew Chiefs, etc.?

Response: Resumes should be limited to employees intended to be on this project.

3. On the "5. Qualification Submission", 4. Prior Related Experience" the following is ambiguous as the timeframe is written "...past five (3) years." – please provide clarity of the timeframe required?

Response: Provide related experience for the past five (5) years.

4. Regarding the referenced RFQ, can you please clarify whether the mandatory forms and disclosures count toward the 10-page limit?

Response: The mandatory forms and disclosures do not count towards the 10 page limit.

5. Page 6, electronic copies requested needs clarification: 2 or 6 copies?

Response: Provide one (1) original copy and six (6) electronic copies.

6. Page 8, 2. Scope of Work, #3, *"All surveyed routes must include information within the right of way including but not limited to; all underground and overhead utilities, including meters, residential gas and water taps, junction boxes, posts, trees, irrigation crossings/ditches and any encroachment that will affect or be affected by the proposed underground utility work"*. According to this statement, we understand the County will also require Subsurface Utilities Engineering (SUE) services, correct?

Response: Yes. GPR survey maybe required under some conditions.

7. Page 10, #3, SOQ limit 10 pages with any attachments. Will the resumes (Appendix), certificates of insurance, references form, and all other County of El Paso forms count towards the 10 page limit?

Response: The mandatory forms will not count towards the 10 page limit.

8. Page 11, under section #5, point #4 "Prior Related Experience" needs clarification. Projects requested within the past 3 or 5 years?

Response: Provide related experience for the past five (5) years.

9. Several sections throughout the **General Provisions** document refer to the "bid opening", "lowest and best bid", "pricing", "alternatives", "substitutions". Since this RFQ is intended for Professional Services, all these provisions do not apply. Nowhere in the General Provisions document its cited that this proposal will be evaluated and awarded according to the Brooks Act (Public Law 92-582), also known as Qualifications Based Selection (QBS).

Page 16, "Contractor shall submit to the County, for approval, within ten (10) days from **notice of contract award**, all Certificates of Insurance evidencing the required coverage as described under Insurance in the schedule of the Requests for Proposals" vs. Page 20, "The Bidder shall furnish the County with certificates of insurance and original endorsements affecting coverage required by these insurance clauses within ten (10) business days **of execution of this contract**". Needs clarification when to provide COIs within 10 days from notice of contract award **or** from execution of contract?

Response: This is an RFQ and pricing shall in no way be part of the evaluation criteria. Vendors must submit a copy of insurances within 10 days of approval of master contract by Commissioners Court.

10. Solicitation checklist asks: **Did you sign and complete the required "Certificate of Interested Parties form"**? vs Page 21 of General Provisions states that **Of Interested Parties (only required of vendors who are awarded the bid/RFP/RFQ)**. Are we still required to submit the form with the proposal package?

Response: Yes.

11. In the RFQ, the Capacity and Staff section reads as follows: "List the staff who will be assigned to the project and the percentage of time each will be devoted to the project. Percentage should equal 100%. As an Appendix to the submittal, provide resumes or vita of all personnel assigned to the project."

- Are we to specify their proposed capacity/devotion percentage across the entire contract itself, or are we to specify their capacity/availability for the task orders?
- Does the appendix, and its respective resumes, count towards the overall 10-page maximum of the SOQ, or are they counted separately from the page limit?

Additionally, page 34 of the RFQ lists the due date and time as 2:00 p.m. August 20, 2020. Is that MDT or CDT?

Response: Staff must be identified as the percentage of availability for task orders. If staff is not available to perform tasks under this project, then they should not be included into the availability matrix.

The appendix, resumes or other required documents do not count towards the 10 page limit.

12. On signature page (page 6), it is stated to "Please submit one (1) original copy and two (6) electronic versions of the complete offer". Could you please clarify if two or six versions will be required with the submittal?

Response: Provide one (1) original copy and six (6) electronic copies.

13. Under Section 5.4 on page 11, it is stated to "Provide a listing of all similar work performed by the team proposed for this project within the past five (3) years." Could you please clarify if five or three years of prior related experience will be required?

Response: Provide related experience for the past five (5) years.

14. Please let me know if the requirement are 1 original and 2 digital copies Or 1 original 6 digital copies?

Response: Provide one (1) original copy and six (6) electronic copies.

15. On page 11 of the RFQ, under Prior Related Experience, the statement says to list projects within the past five (3) years. Please clarify if this should be five years or three years?

Response: Provide related experience for the past five (5) years.

16. One page 10 of the RFQ, under Statement of Qualifications, it says to limit our SOQ to ten pages with attachments and insurance. Please clarify what is **not** included in the page count. I am assuming not to count the following:

- a. Covers/Tabs
- b. Resumes
- c. Insurance
- d. State of Texas Registrations
- e. All Supplemental required forms
 - i. Certifications regarding lobbying
 - ii. Conflict of interest questionnaire
 - iii. Signature page
 - iv. Form 1295
 - v. Health Insurance Benefits questionnaire
 - vi. References form

vii. Checklist

Response: The appendix, resumes or other required documents do not count towards the 10 page limit. Items as listed in the above list (a through e) must not be included into the 10 page limit.