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ADDENDA 2

To: All Interested Vendors

From: Araceli Hernandez, Formal Bid/Buyer

Date: December 17, 2020

Subject: RFQ 21-007, On-Call Professional Civil Engineering Services for the County of El

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

1. IV. Evaluation Criteria: Response to Sample Project Scope of Work and Past Projects Experience Both of these criteria request past similar projects. Are we to provide a minimum of three, no more than five projects, in the Response to Sample Project Scope of Work as well as past projects within the last five years for the Past Projects Experience? Or, do we only focus on the sample project response (in Response to Sample Project Scope of Work) and then provide past similar projects (in Past Projects Experience)?

Response: The response must be based on similar projects to the sample project scope of work.

2. Resumes – since it is stated to provide resumes for new personnel to our firm (optional), and it has been several years since our last submittal to the County, is it advisable to submit resumes for our submittal?

Response: Yes, resumes must be submitted with the proposals.

3. It is requested to show the County's PM on our organization chart. Does the County want the individual's name or "County Project Manager" to appear on the organization chart?

Response: Simply add "County Project Manager".

4. On page 17 in the Evaluation Criteria under heading "Response to Sample Project Scope of Work" you request that we briefly outline similar projects and provide the agency name, address, contact name, e-mail or phone number. Is the list of project contacts in this section in addition to the three references we will provide on the References form?

Response: Yes, the list of project contacts is in addition to the three (3) references.

5. With Covid-19 creating challenges to in-person office printing/assembling/mailing/delivery functions, would the County of El Paso please consider allowing email delivery of the proposal, rather than a hard copy plus flash drive?

Response: No. Electronic submissions are not allowed. Follow instructions listed on the first page of the RFQ packet.

6. May we use electronic signatures on all forms due to the challenges of obtaining signatures with many of our staff are working remotely due to the pandemic?

Response: Yes, electronic signatures are acceptable during these times.

7. May we place a cover page on top of the Signature form, or do you prefer that the first page be the form without a cover?

Response: Yes, a cover page may be included with signature page following and will not be counted toward the 10 page limit.

8. Would you please confirm that the following do not count toward the 10-page limit:

- Exceptions to Proposal Conditions
- Signature form
- References form
- Lobbying form
- Health Insurance Benefits form
- Conflict of Interest form
- Certificate of Interested Parties form
- Code of Ethics Training Affidavit Form
- Resumes

Response: The required forms listed are not part of the ten (10) page count.

9. May a Table of Contents be provided to facilitate ease of navigation and review that does not count toward the 10-page limit?

Response: A table of contents page may be provided, but it will count towards your total sheet count.

10. On the form states "What percentage, if any, of your of your subcontractor's employees are currently enrolled in the health insurance benefits program?" Are you asking what

percentage of AECOM's employees (as the prime submitter) are enrolled in our firm's benefit program? Or are you asking if any of our team's subconsultants are enrolled in AECOM's benefit's program?

Response: The primary firm's employees.

11. Page 16, III. Qualification Submission, Project Management & Quality Control. In which section of the Evaluation Criteria (page 17 & 18) do you want us to include the Project Management & Quality Control?

Response: It should be in the "Capacity to Perform"

12. Page 16, Brief resumes, "resumes must be attached to the Team Organization and Availability section". Is this section to be included under Capacity to Perform of the Evaluation Criteria (page 18)?

Response: Resumes must be included in the Team Organization and Availability Section.

13. Page 17, Background and Experience of Proposed Staff. This section states: "Please provide work experience by the key personnel and resumes". Do you want us to include the resumes in this section or in the Capacity to Perform section?

Response: Resumes must be included in the Team Organization and Availability Section.

14. Page 17, Past Projects Experience. This section states: "Do not provide extensive design comments or consideration of various alternatives in detail. A firm will be evaluated on its ability to consider various alternatives in detail" Please clarify because these 2 sentences are contradictory.

Response: Firm will be evaluated on ability to address the general solution approach to the project issues and objectives within the page limitation.

15. On page 16 of the RFQ it mentions "Resumes will not be included in the ten (10) page count described above" however, page limit is not mentioned anywhere else on the RFQ. Could you please clarify the page limit for this submittal and which documents count towards that page limit?

Response: Resumes will not be counted toward the ten (10) page limit.

16. 2. On page 17, under Evaluation Criteria, it specifies for "Past Projects Experience" that "a firm will be evaluated on its ability to consider various alternatives in detail" and "on its ability to address the general solutions approach to the project issues and objectives". Could you please clarify if we are required to provide that information for each project our firm has completed in the past or if that is intended to address the sample project scope of work?

Response: It is intended for a sample project scope of work.

17. Will the County consider an electronic submittal of Qualifications due to the COVID-19 pandemic and restrictions?

Response: No. Electronic submissions are not allowed. Follow instructions listed on the first page of the RFQ packet.

18. Our Vice President completed the online El Paso County Code of Ethics training in July 2020. Is this training still effective or does he needs to take it again?

Response: The Ethic training is good for one year if the employee is still employed under that firm.

19. Do we need to name the County Project Manager on the org chart, or simply put "County Project Manager"?

Response: Simply add "County Project Manager".

20. Please clarify how you would like proposals to be organized. Should they follow the sequence of items listed under "III. QUALIFICATION SUBMISSION" on page 16 of the RFP (Cover Letter, Response to Sample Project Scope of Work, Past Project Experience, Team Organization & Availability, Project Management & Quality Control), or should they follow the evaluation criteria listed on pages 17-18 (Background and Experience of Proposed Staff, Response to Sample Project Scope of Work, Past Projects Experience, Capacity to Perform, References, Health Insurance to Employees)? In either case, should required forms be included as a separate section?

Response: To be deemed responsive, the firm's submittal must at minimum contain: (Cover Letter, Response to Sample Project Scope of Work, Past Project Experience, Team Organization & Availability, Project Management & Quality Control) as stated on page 16 section III. All required forms must be signed and included in a separate section.

21. Page 16 references a 10-page limit for the proposal. Please clarify:

- Does 10 pages refer to the front and back of a page, or just one side?
- What exactly is included in this limit? Does it include the cover letter, references page, and required forms?
- Are there font or margin requirements?

Response: Ten (10) page total. Each side of the paper is identified as one page and the font sizes must be legible. Refer to question 8 for list of sheets not counted towards total count.

22. The description for the "Past Projects Experience" evaluation criterion on page 17 states: "Describe past project experience done in the past 5 years. Provide a brief discussion on proposed technical solutions approach to the project. Do not provide extensive design comments or consideration of various alternatives in detail. A firm will be evaluated on its ability to consider various alternatives in detail."

Response: The firms will be evaluated on its ability to address the general solution approach to the project issues and objective.

23. The description for the "Response to Sample Project Scope of Work" evaluation criterion on page 17 states: "Provide your understanding of the Scope of Work described in this RFQ. Briefly outline any similar projects or related experience. Provide agency name, address, contact name, e-mail or phone number. A complete history of projects and contacts must not be provided. Information provided must consist of a minimum of three (3) and not more than five (5) similar projects. The County will evaluate the preparedness, and capacity of the proposer to understand and deal with the requirements of the project."

Regarding the 3-5 requested similar projects, please clarify if we should include projects similar to the Rojas Drive Extension sample project, or contracts similar to the overall on-call contract.

Responses: Yes it will be projects similar to the sample project.

24. Under Section 29. Mandatory Disclosures on page 29 of the RFP, it states that the Certificate of Interested Parties form is only required of vendors who are awarded the bid/RFQ/RFP, but the checklist on page 42 includes the statement "Did you sign and complete the required "Certificate of Interested Parties form"?"

Please confirm if we are required to submit the Certificate of Interested Parties form with our qualifications response. If so, is it required to be notarized at this stage?

Response: This form is required to be signed, notarized and submitted at the time of the award. Firms may submit this form as part of the proposal.

25. May we include additional supporting information such as reference letters in an appendix? If so, will that information be excluded from the 10-page limit?

Response: Only the required forms listed on question 8 will **not** be part of the ten (10) page count (Exceptions to Proposal Conditions, Signature form, References form, Lobbying form, Health Insurance Benefits form, Conflict of Interest form, Certificate of Interested Parties form, Code of Ethics Training Affidavit Form, Resumes). Additional supporting information will count towards the 10 page limit.

26. What is the anticipated award date?

Response: The anticipated date of award will be on either February or March 2021 but will depend on formal approval by the Court.

27. What would be the anticipated contract amount?

Responses: The full contract amount will be dependent on the projects authorized by the Court.

28. Would the proposed roadway section consider the inclusion of a Shared Use Path or Bike Lanes?

Response: The Share use path will be a typical cross section in the majority of the roadway designs but may be subject to alternatives based on budgetary constraints.

29. Is there a minimum font size for text or a minimum size for graphics and charts?

Response: Font size must be limited to legible font size and graphics will be dependent on firm's ability to showcase their work.

30. Is the response limited to a 10-page response?

Response: The response is limited to ten (10) pages and does not include the required forms (Exceptions to Proposal Conditions, Signature form, References form, Lobbying form, Health Insurance Benefits form, Conflict of Interest form, Certificate of Interested Parties form, Code of Ethics Training Affidavit Form, Resumes)

31. Is there a recommended page count for the evaluation criteria sections?

Response: The response is limited to ten (10) pages and does not include the required forms (Exceptions to Proposal Conditions, Signature form, References form, Lobbying form, Health Insurance Benefits form, Conflict of Interest form, Certificate of Interested Parties form, Code of Ethics Training Affidavit Form, Resumes)

32. Does the organizational chart count towards the 10-page limit count?

Response: Yes, team organizations and availability are part of the ten (10) page count as stated in section III on page 16.

33. Can current County Employees be used as references?

Response: Yes, as long as you follow established El Paso County criteria for vendor ethics.

34. Are the following items included towards the 10-page limit count? Should we include all forms except the Signature Page in an Appendix?

- a. Signature Page
- b. Cover Letter
- c. References
- d. Health Insurance to Employee
- e. Ethics Affidavit
- f. Proof of Ethics Training
- g. CIQ
- h. Lobbying/Debarment Certificate
- i. Certificate of Interested Parties

Response: The response is limited to ten (10) pages and does not include the required forms (Exceptions to Proposal Conditions, Signature form, References form, Lobbying form, Health Insurance Benefits form, Conflict of Interest form, Certificate of Interested Parties form, Code of Ethics Training Affidavit Form, Resumes).

35. Do we need to use the Health Insurance Form and References Form or can we provide the information in our own format?

Response: County forms included in the RFQ must be used and included in bid response. Follow the RFQ requirements.

36. Do subconsultant team members need to submit any of the forms?

Response: The prime must submit the information and not the subconsultant.

37. Would the County accept an electronic/mailed submittal instead?

Response: No. Electronic submissions are not allowed. Follow instructions listed on the first page of the RFQ packet..

38. In the solicitation check list, last item, please clarify if "two (2) electronic versions" means two (2) flashdrives/CDs/DVDs.

Response: Correct. Electronic versions mean two (2) flashdrives/CDs/DVDs as stated in the specifications.

39. We use 11 x 17 pages? – will this count as 1 page?

Response: Submittals should be submitted on a 8.5 x 11 and that will count as a single page.

40. Do the references page count towards the 10 page limit?

Response: No.

41. Are resumes for key personnel required? – section **IV. EVALUATION CRITERIA**/Background and Experience of Proposed Staff says yes and section **III. QUALIFICATION SUBMISSION** says optional.

Response: Please provide a resume of key personal and experience.

42. 10-page limit is not enough for the information that we are asked to provide, would the County consider increasing the page limit to 20 pages?

Response: No.

43. Can you please clarify the apparent conflicting language below:

The advertisement for Request for Qualifications for RFQ-21-007. The advertisement states:

"Award will be made based on an evaluation of qualifications, scope of services and price. COMMISSIONER COURT RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND WAIVE TECHNICALITIES. Only proposals that conform to specifications will be considered. Contract will be awarded by lump sum or line item, whichever is in the best interest of the County." This is a professional services and an award cannot be based on price. "Successful proposer shall not order items or services until a Purchase Order is received from the County Purchasing Office. Payment will not be made on items delivered without a Purchase Order. Payment shall be made through County funds after completion of goods or services. Purchase Orders will be issued as required. **Successful proposer must comply with all bonding requirements as stated in the Texas Local Government Code §262.032."**

As Professional Engineers and our services bonding requirements do not apply.

Response: This statement is not correct. The award shall be made on an evaluation of qualifications, scope of services and a price must be negotiated once the project task is presented to the winning firm for scoping.

44. In the RFQ, Page 21 of 42, Item 1. Proposal Package Sub-Item a.

This language is for a construction project.

Response: Please disregard.

45. Page 23 of 42, Item 8. Pricing

This is a professional services and an award cannot be based on price.

Response: Please disregard

46. Page 24 of 42, Item 13 Award of BID/Proposals-Evaluation Criteria and Factors

"Bids shall be awarded to the responsible bidder that submits the lowest and best bid."

This language is for a construction project. This is a professional services and an award cannot be based on price.

Response: Please disregard

**47. Page 26 of 42 Item 19 Best and Final Offers and Item 20 Single Proposal
Response**

This language is for a construction project. This is a professional services and an award cannot be based on price.

Response: Please disregard