

# REQUEST FOR QUALIFICATIONS (RFQ) FINAL ADDENDUM

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## Mobility Bond Program Manager RFQ# 240207-26

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*(Q1) Section: Introduction; Item 4 B.: Does Waller County desire to have the entire Amendment(s)/Addenda as part of the SOQ and if so, will that count against the 50-page maximum? In past SOQ's, [Firm] has just either filled out a page indicating by initial receiving the Addenda or just mentioning within the SOQ that [Firm] has received the Addenda.*

**(A1) The County has created an “Addendum Acknowledgement Form” (included below) which a Respondent must submit as part of the Required Forms Packet. This Form, like the other Required Forms, will not count against the 50-page maximum.**

*(Q2) Will one firm/team be selected for this assignment or will several be selected? There are several implications both ways throughout the RFQ.*

**(A2) There will only be one (1) award for Program Management. The County does not discourage partnership(s) (i.e., a Primary Firm submitting with Participating Firms).**

*(Q3) Appendix A, Project Documentation; Document Filing: note states “ Documents should be filed according to County Guidelines.” Where can we find these “County Guidelines”?*

**(A3) The County is currently drafting policies and procedures as it pertains to Document Filing. Program Manager will assist the County with finalizing said policies and procedures.**

*(Q4) Appendix A, right before “Project Kick-Off Meeting”, there is a statement “County-approved software will also be utilized to enter and maintain schedules.” Where can we find this or is County requesting Respondent to provide?*

**(A4) The County currently does not have County-approved software. Program Manager will be asked to provide this.**

*(Q5) Under Plans, Specifications, and Estimates (PS&E), comment responses to be stored “..in an online portal approved by the County.” Does the County have a type of online portal they wish to use?*

**(A5) No. Program Manager will work with County to determine an acceptable online portal.**

*(Q6) ROW Mapping and Acquisition: It is stated that these services will be performed by the County's property acquisition firm. Would the County share who this firm is? Want to be sure the Respondent does not need to supply a firm to perform these services.*

(A6) The County has not selected a property acquisition firm. The County intends to solicit for these services and select a firm which will be managed by the Program Manager.

(Q7) Appendix A, 3. Evaluation Factors: Is it possible to maximize the MAX 20 points under Related Work Performance if the Respondent has not performed any prior Work with Waller County? It appears that you would need both to maximize the points allowed. Please clarify.

(A7) The criteria reads “Related Work Performance (based upon references and the County’s prior experience with Firm, if applicable).” As indicated, a Respondent is **not** required to have previously done work for the County. The Scoring Committee will evaluate SOQs based upon related work performance which is presented to the County pursuant to a Respondent’s Submittal. The County will not speak to how to “maximize the points allowed.”

(Q8) On page 13 under Final Review, it states “the county will select the most highly qualified Respondent subject to negotiation of fair and reasonable compensation.” It is illegal to select a Respondent subject to negotiation of fair and reasonable compensation. The Respondent can only be selected **solely** on qualifications and then proceed with fee negotiations. Please revise the above statement in quotes.

(A8) The Solicitation adheres to Texas Government Code Sec.2254.004 (i.e., the County will select the most highly qualified provider on the basis of demonstrated competence and qualifications then attempt to negotiate with that provider a contract at a fair and reasonable price. Should a satisfactory contract not be negotiated with the most highly qualified provider, the County will select the next most highly qualified provider and attempt to negotiate a contract with that Firm). The County will not revise the solicitation as requested.

(Q9) On page 13 of the RFQ, the writer asks for a minimum of five (5) references for successfully completing similar contracts in the past five (5) years. This may not be possible since each similar contract traditionally require five (5) to seven (7) years or more to complete successfully. Please consider revising the requirement to five (5) references within the past 25 years.

(A9) Acknowledged; however, the County respectfully requests that a Respondent provide a minimum of five (5) references.

(Q10) Also under References: Is the County requesting that the Respondents sub-consultants (Team Members) also have five (5) references, etc.? Typically this is reserved for the Prime.

(A10) The County respectfully requests that **both** the Prime and any and all Participating Firm(s) each submit five (5) references.

(Q11) On page 16, Appendix B, 2B says the county reserves the right to award one contract for some or all of the requirements proposed or, award multiple contracts for various portions of the requirements. Awarding portions completely defeats the benefits achieved by awarding the contract to one Program Manager. Those benefits achieved by having one team in charge include: a) timely decisions, b) less confusion with several teams going in several directions, and c) consistent quality and adherence to specifications. Will the County rewrite to select a single Respondent?

(A11) The County intends to award a single contract; however, it reserves the right to award multiple contracts at its discretion.

(Q12) Appendix B; Item 3 A – C: Please clarify the sentence: “A Primary Firm and any other Participating Firm (s) must respond accordingly.” Please clarify this sentence.

(A12) Both a Primary Firm and any and all Participating Firm(s) must provide the requested information set forth in Appendix B; Item 3 (A)-(C).

(Q13) Appendix B, Section II 1. g – This statement states “A Respondent may not use subcontractors for this project.” Please clarify as this sounds as if the Prime Respondent can not have any sub-consultants.

(A13) The County permits partnerships (i.e., a Primary Firm may partner with Participating Firms). Any and all firms which would assist with Program Management must be clearly set forth in the Submittal (i.e., Project Team). The County wishes to emphasize that the Primary Firm will serve as the County’s primary point of contact and will be responsible for serving as manager and coordinator of the Program.

(Q14) On page 22 of the RFQ, it states that a Respondent is prohibited from submitting a bid or proposal for services on a Waller county project of which the Respondent was a designer or previous contributor. Yet, on page 12 of the RFQ within Appendix A under #3 within the “spreadsheet box” it says a maximum of 20 points is awarded based on the county’s prior experience with the firm/Respondent, which very heavily implies that the Respondent has done work for the county. Please verify that the statement on Page 22 is for Work associated with this Program (Study preparation, for example). If not, then these two statements contradict each and a revision is respectfully suggested.

(A14) The referenced statement pertains to design or contributions affiliated with the Mobility Bond Program. A Firm will be disqualified if a conflict exists. This will be determined at the County’s sole discretion.

(Q15) Would the County consider posting an “early” round of responses as some of the questions above may very well affect the Team composition and the way the SOQ is written and submitted. If not multiple (maybe 2) Addenda, then would County consider extending the due date of the submittal to be “two (2) weeks” after Agenda being published?

(A15) The County is revising its solicitation schedule as follows:

<b>Sealed Submittal Packets Due</b>	Tuesday, March 19, 2024 at 3:00 p.m.
<b>Sealed Submittals Opened by County</b>	Wednesday, March 20, 2024
<b>Anticipated Scoring Committee Review Date and Notification to Firms</b>	Monday, March 25, 2024
<b>Interviews</b>	Monday, April 1, 2024 – Friday, April 5, 2024
<b>Selection Committee’s Recommendation to Commissioners’ Court and Firm Selection</b>	Wednesday, April 17, 2024

(Q16) Would the County be open to receiving a modified “Indemnification and Hold Harmless Agreement” paragraph?

(A16) Any proposed deviation(s) must be clearly set forth in the Required Form labeled “Deviation and Compliance.”

(Q17) If a surveyor is on a team with the engineering program managers for this RFQ, is that surveyor precluded from participating with any of the engineering teams for the individual projects?

(A17) Any Participating Firm (e.g., surveyor firm) included as a member of the Program Management Team is ineligible for individual, project-specific work.

(Q18) What Projects does the County want to do under this current \$280 million Bond? Exhibit A indicates Long-Term Projects; however, the Commissioner Workshop Presentation only indicated a select number.

(A18) Any and all projects included in Exhibit A-Identified Long-Term Projects are eligible under the Mobility Bond Program.

(Q19) Page 13: 4. Submittal Requirements: 4.A.iii indicates that the County desires to see “Experience and Qualifications...” for the Primary and participating firms; however, Transmittal is limited to 2 pages. Please clarify.

(A19) Respondent(s) shall **briefly** summarize experience and qualifications.

(Q20) Does the County have a format for the ten (10) minute presentation?

(A20) Firm(s) selected to Interview will be notified of the Interview requirements once the most highly qualified Firm(s) are determined by the Scoring Committee.

(Q21) Are electronic signatures permitted for the “other documents/Required Forms”?

(A21) Yes, electronic signatures will be accepted.

(Q22) Will the County confirm that Appendix A, 4. Submittal Requirements A – F AND Appendix B, 3. Respondent’s Experience & Key Personnel, 4. References, 5. Confidential Information (noting only if there are), and 6. Federal, State or Local Identification Information (as applicable) are the only sections that consist of the Submittal (50 pages MAX), notwithstanding the Required Forms?

(A22) The Entire Submittal, not including the Required Forms, must not exceed 50 pages.

(Q23) Does the County desire to see full resumes of the Project Team (Prime and Subs), and if so, do these resumes count towards the 50 page MAX limit?

(A23) Please refer to response provided for Q22.

(Q24) Will the County clarify the following statements: A Conflict of Interest form should be filed with the Waller County Clerk prior to the submission of a Proposal. A copy of the file-stamped Conflict of Interest form must accompany the submission of a proposal. If Respondent has no conflicts, then Respondent does not need to file with County Clerk?

(A24) A Respondent is required to include the Conflict of Interest Form as part of its Required Packet. If no conflict exists, a Firm shall **not** file the Form with the Clerk’s Office;

however, it should include it in the Required Forms Packet as part of its Submittal and, as Footnote 1 on Page 3 of the RFQ states, clearly state that no conflict exists.

*(Q25) Are the Teaming Members (Subs) of the Prime going to be precluded from working on individual Bond Projects? On past Programs, this was true but on others, as long as the Sub does not manage themselves, then subs to the Bond Manager can do both.*

*(A25) Please refer to response provided above for Q17.*

*(Q26) Are the Required Forms only for the Prime or do the subs need to complete them? Assumption is these are only for the Prime.*

*(A26) Both the Primary Firm and any and all Participating Firm(s) must complete the Required Forms. The County wishes to emphasize that Required Forms do not count against the 50-page SOQ Submittal maximum page count.*

*(Q27) If you are on the Project Management team, are you precluded from the Design?*

*(A27) At this time, a Program Management Team will be precluded from any design-lead work.*

*(Q28) What is expected to be submitted during the 10-minute presentation if we are selected for Interviews?*

*(A28) Please refer to the response provided to Q20.*

*(Q29) Are there any preclusions for companies to be in teams?*

*(A29) No; however, the County wishes to emphasize that a Primary Firm must be identified. All other partnering Firm(s) are considered "Participating Firm(s)."*

*(Q30) Can a firm be on a team for the Program Management and the Drainage RFQ's? Are there any limitations for a firm being on both?*

*(A30) Yes, a Firm can be on a team for the Program Management and the Drainage RFQs. There is no prohibition from submitting for and potentially being selected for a contract award for both.*

*(Q31) Will answers to be submitted questions be addressed only on Tuesday, February 27, 2024 (indicated on pg2,B.,ii and pg14, 5.)? Alternatively will answers be grouped and addressed in an ongoing fashion, such that all questions are addressed by February 27, 2024?*

*(A31) There will only be a single final addendum which will be released by COB on Tuesday, February 27, 2024. The deadline to submit queries was Friday, February 23, 2024. The County will not accept late (i.e., past the deadline) queries.*

*(Q32) In "II. Contract Terms and Conditions" (pg19,g.) it indicates that Respondent may "not use subcontractors for this project". Does this mean that for this Program Management RFQ, the County requests for our firm to have no teaming partners or other "participating firms" (referenced on p11,13,17, 21)?*

*(A32) Please refer to response provided to Q2.*

# **ADDENDUM ACKNOWLEDGEMENT FORM**

To Be Submitted as Part of the SOQ and Returned with the Required Forms Packet

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**RFQ #:** 24-0207-26

**TITLE:** Mobility Bond Program Manager

**ACKNOWLEDGEMENT OF**

**RECEIVING ADDENDUM #:** First and Final Addendum Issued on March 12, 2024

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**NAME OF FIRM:** \_\_\_\_\_

**FIRM CONTACT\*:** \_\_\_\_\_

*\*Nb:* Individual must have authority to bind the company in an ensuing contract should Firm be selected.

**E-MAIL:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*By signing below, I acknowledge receipt of the Addendum listed above and that I have a complete understanding of the material contained therein. I further certify that any changes caused by the Addendum are incorporated into our SOQ submitted in response to this procurement action.*

**SIGNATURE OF AUTHORIZED AGENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_