

REQUEST FOR QUALIFICATIONS (RFQ) FINAL ADDENDUM

Traffic-Specific Engineering Services RFQ# 240306-20

(Q1) Does the County require signatures on the required forms to be in ink, or are digital signatures acceptable?

(A1) Digital signatures are acceptable.

(Q2) Other than the 2-page limit for the transmittal letter, are there any other page limits?

(A2) No

(Q3) Is there a specific number of projects the County would like to see highlighted in the submittal?

(A3) Respondents must provide a minimum of five (5) references of projects of similar scope which have been successfully completed within the past five (5) years.

(Q4) Is this envisioned to be a task order type contract or continuous engagement with assignments?

(A4) Task Order

(Q5) Can we use an original digital signature instead of live signing the files?

(A5) Please refer to response provided in (A1).

(Q6) The scope of work indicates that subconsultants may be necessary for certain assignments. Do we need to identify and include subconsultants now or can they be obtained later based on the nature of the work assignments? If they need to be identified now, can you provide a list of the types of subconsultants that would be needed?

(A6) Subconsultants may be obtained on an as-needed basis later depending on the work assignment. The County wishes to emphasize that it must approve any subconsultant(s) prior to work commencing utilizing said subconsultant(s).

(Q7) The RFP states, "Alteration of Submittal: Any interlineations, alteration, or erasure made before the Solicitation Due Date must be initialed by the signer of the Submittal Packet guaranteeing authenticity. Written notice must be submitted to the County in advance of the Submittal Due Date." What type of alternations do we need to submit to the County in advance?

(A7) A Respondent should clearly note any deviation(s) to the RFQ solicitation it is proposing via the "Deviation and Compliance" Form which is included in the County's Required Forms Packet.

(Q8) Do we follow the order for our submittal in Appendix A or B? Appendix B appears to be requested information to go with the forms.

(A8) Respondent should adhere to format proposed in Appendix A and make sure that all required information requested by the County is included in its SOQ Submittal.

(Q9) Can we type on the forms instead of handwriting and signing?

(A9) Yes; however, all signatures must be digital or in ink.

(Q10) The RFP states, "Subject Matter Management and Coordination: To support key decisions and commitments, the Selected Firm shall provide subject matter experts." Please define what you consider an expert?

(A10) A "Subject Matter Expert" is a professional who has advanced knowledge in a specific field.

(Q11) Will the indemnification for the professional service contract follow the Texas Local Government Code 271.904?

(A11) Yes

(Q12) Will the County be providing a professional contract for review?

(A12) Yes

(Q13) If a professional contract is not provided for review, can we provide our Client Agreement as an alternative?

(A13) County will provide a professional contract for review.

(Q14) Must all forms be handwritten in ink? Or is just a signature in ink okay?

(A14) Please refer to response provided in (A9).

(Q15) Regarding the requirement on page 18 of the RFQ (Appendix B, Item I-6.B), does the County require that the Respondent Prime Firm **must be HUB/MWBE Certified**?

(A15) No, a Respondent does not need to be HUB/MWBE Certified.

(Q16) Is it the County's intent to select just one firm?

(A16) Yes

(Q17) Are any of the recently approved 2023 Mobility Bond projects expected to be assigned to the selected firm and, if so, is there any information on which projects would be included?

(A17) No

(Q18) Are there any preclusions for firms submitting on this RFQ related to other active RFQ solicitations by the County?

(A18) No

(Q19) Is there any limit on the total number of pages pertaining to our qualification package? (I do see a reference to a 2-page maximum on the cover letter)

(A19) Please refer to response provided in (A2).

(Q20) If the answer is YES above, and we were to include resumes as an Appendix, would those resumes count towards this potential page limit?

(A20) N/A

(Q21) On page 12 of the County's document under "Right-of-Entry and Coordination", there is a reference to environmental and geotechnical activities. For the traffic engineering work we routinely do that is included in your RFP, we've not typically needed environmental nor geotechnical services. Is this a suggestion to include these disciplines on our Team?

(A21) The County does not anticipate environmental and geotechnical activities. Accordingly, a Respondent is not required to include those disciplines on its Project Team.

(Q22) Regarding the Required Forms that are to be included for this RFQ, does this apply to only the Prime consultant on the Team or to any subconsultants as well?

(A22) All Firms included in a Project Team (i.e., Primary Firm and Participating Firm(s)/Subconsultants) must remit all Required Forms.

ADDENDUM ACKNOWLEDGEMENT FORM

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

RFQ #: 240306-20

TITLE: Traffic-Specific Engineering Services

ACKNOWLEDGEMENT OF

RECEIVING ADDENDUM #: First and Final Addendum Issued on March 27, 2024

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 Proposal submitted in response to this procurement action.

SIGNATURE OF AUTHORIZED AGENT: _____

DATE: _____