

ADDENDA 1 - Questions and Answers re: RFQ 742-20-160 for Architect/Engineering/Consulting Professional Services

Q: Is the due date Tuesday, December 10th or Wednesday, December 11th?

A: Sorry for the confusion. Responses are due at 10am CST on December 11th which is a Wednesday.

Q: The RFQ specifically states that it is “the first step in the process for selecting an Architect/Engineer firm(s).” We are not in fact an architect or engineering firm, but we feel very comfortable that our consulting capabilities would provide most of the services/tasks requested in the RFQ. We are also planning to team on this procurement with an architecture firm, for the pieces that we can’t provide ourselves. But since we can provide most of the RFQ’s scope (tasks/services) we are planning to be the prime firm, with the architecture firm as our sub. My question to you is whether it is a requirement that the prime firm (the firm formally submitting the response to the RFQ) must be either an architecture or engineering firm?

A: Your firm may submit a response to this RFQ as the Prime.

Q: We are being asked by some partners how many beds are anticipated for the housing portion of this study. Does the University have any rough numbers?

A: The RFQ asks that question as part of the comprehensive Market Analysis. See Section 2.3 HOUSING. The university has not pre-determined any numbers.

Q: For Questions 3.1.1-3.1.4 and question 3.3.1 there is specific detail included related to the ongoing/reoccurring projects our firms might be undertaking at this time.

- a. Do you have specific scoring related to ongoing/recurring projects?
- b. And if so, then are the 5 featured projects (Section 3.4) and the UTPB/higher education projects in the last 5 years (Section 3.5) responses scored separately?

A: a. The Committee does not have specific scoring related to ongoing/recurring projects.

- b. **If the same 5 projects are listed in Section 3.4 and Section 3.5, that is fine. It does not need to be 10 separate projects. If the firm has not provided services for UTPB or other UT System projects, then they can list projects completed for other similar major institutions of higher education within the last five years.**

Q: For Questions: 3.7.12, 3.8.4, 3.8.6 and 3.8.7

- a. Is there a possibility in this scope for renovation or expansion services?
- b. And if so, then is structural part of the scope?
- c. Also, is MEP part of the scope of services (Section 2.3 p. 7 and p.8 of RFQ)?

A: There is no need to provide a response to Sections 3.7.12, 3.8.3, 3.8.4, 3.8.6 or 3.8.7. Additional Clarification: 3.7 CRITERIA SEVEN: NOT REQUIRED TO PROVIDE A RESPONSE FOR CRITERIA SEVEN IN ITS ENTIRETY

Additional Clarification: 3.7 CRITERIA SEVEN: NOT REQUIRED TO PROVIDE A RESPONSE FOR CRITERIA SEVEN IN ITS ENTIRETY

Q: 4.1.2 Qualifications shall be a MAXIMUM OF FIFTY (50) PRINTED PAGES. – Is this 50 pages printed double sided, i.e. 100 pages?

A: Qualifications shall be a MAXIMUM OF FIFTY (50) PRINTED PAGES. Each page with printed material on counts toward the maximum page limitation. The cover, table of contents, divider sheets, HUB Subcontracting Plan (Section 1.13) and Execution of Offer do NOT count as printed pages.

Q: Section 3.8 is confusing – do all areas require response?

A: **NO RESPONSE REQUIRED** for 3.7.12, 3.8.3, 3.8.4, 3.8.6, nor 3.8.7

Q: We are working through the HUB Subcontracting Plan. Typically in market and feasibility studies, and master planning, a large percentage of the work is performed by non-HUB developers and consultants. HUB subcontracting is then met during Construction Documents phase. Is there a possibility of waiving the HUB requirement for this planning RFQ?

A: All responses require a HSP. There is a sample letter of a response where the initial HSP is self-performed with HSP revisions after work is defined.

Q: We are a P3 and real estate advisory firm with a dedicated higher education practice. One of our partners forwarded to us the attached RFQ.

- a. Would we be able to respond, either as a lead consultant or subconsultant, even though we were not on the initial distribution list?

A: YES, you may respond either as lead consultant.

- b. Have any addenda been issued, and if so, can you please email those to me?

A: No addenda has been issued at this time. One addenda will be posted by end of day December 4th.

- c. Was there a formal Q&A period, and if so, can you please email the University's responses to vendor questions to me as well?

A: All questions/answers will be posted according to section 1.4.1.

Q: Was there a preproposal meeting for this solicitation?

A: There was NOT a proposal meeting.

Q: We are concerned that if the selection process awards more points towards firms who have specifically worked at UTPB, that this will put qualified firms with this project type experience at a greater disadvantage. Could you clarify how the scoring of this Criteria 3.5 would be weighted?

A: There is not a plan to score one over the other. Responses should include work previously done by UTPB, by the UT System, and/or by other institutions of higher education.

Q: What is the project planning schedule?

A: PROJECT PLANNING SCHEDULE:

Key Project planning schedule milestones are:

- Owner receives Request for qualifications: Refer to Section 1.5 December 11, 2019 10:00 am CST
- Owner distributes copies to Selection Committee: December 13, 2019
- Selection Committee selects short-listed firms to interview: January 07, 2020
- Short-listed firms are notified of Interview: January 08, 2020
- Interviews are conducted: January 22 -29, 2019
- Selected firm notified: January 31, 2020
- Owner Executes Agreement: To be determined

Q: As a master plan conceptual study, the scope of this project will not require construction, or the administration of a building project. So it would seem that several of these Criteria should either be re-written or just removed from the RFQ document all together. If you could please get back to us as soon as possible to let us know what you intend to keep as is, or would consider editing or removing, so that we can address the criteria that is relevant to this RFQ, that would be great.

A: 3.3 CRITERIA THREE

Yes please provide the project team's ability to provide design and construction administration services. The Selection Committee may proceed to request an Additional Service Proposal (ASP) from the selected firm to provide Basic Services for the Design and Construction Administration for the next phase of the project or projects, following completion of the Market Analysis and Conceptual Design Phase.

3.6.2 Yes, provide a detailed list of all Construction Administration Services and consultants. The Selection Committee may proceed to request an Additional Service Proposal (ASP) from the selected firm to provide Basic Services for the design and Construction Administration for the next phase of the project or projects, following completion of the Market analysis and conceptual design Phase.

3.6.3 Yes, provide a detailed list of all Services and consultants. . The Selection Committee may proceed to request an Additional Service Proposal (ASP) from the selected firm to provide Basic Services for the design and Construction Administration for the next phase of the project or projects, following completion of the Market Analysis and Conceptual Design Phase.

Q: I am a bit confused on how to respond on the HSP- On the table, under % Minority Owned, % Women Owned, and % Service: are you looking for the percentage of HUB's off of the 23.7%, OR the number of firms that fall within those categories?

A: Your response should be information about your plan. Of the % planned for the job, what % of those are Minority owned vs Woman Owned?