



CAMERON COUNTY PURCHASING

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ADDENDUM # 1 - PAGE 1 of 4

DATE OUT: 10/25/24

RFQ TITLE: PROFESSIONAL ENGINEERING AND SURVEYING SERVICES

RFQ NUMBER # 1400

DEADLINE: OCTOBER 30, 2024, at 3:00 p.m.

(IN ORDER TO AVOID DISQUALIFICATION – ALL ADDENDUMS MUST BE SIGNED AND RETURNED BY DEADLINE AND INCLUDED IN THE SEALED BID PACKAGE SUBMITTED)

- Please find responses for request for questions/clarifications submitted by participants:
1. On page 9-10 of the RFQ can the county please confirm that under bullet item “Executive Summary” that this is the information the County would like to see under Section 1: Executive Summary?
ANSWER: Yes, Executive Summary must be the first section of submittal
 2. On page 10 of the RFQ can the county confirm if references for the projects provided in “Section 5: Similar Past Projects and Performance” can count towards the three required references or would the County like to see three additional references?
ANSWER: References should be listed in Attachment “A” (page 25 of 42)
 3. Is the county only accepting original/wet signatures or are electronic signatures acceptable?
ANSWER: Electronic signatures will also be accepted.
 4. On page 10, the third bullet under Experience and Qualifications, it states, “Provide a personnel roster that identifies each person who will actually work on the contract and provide the following information about each person listed and Title.” It does not give any other specifications after that on what would be considered “following information”. Can the County please state what it would like to see here.
ANSWER: Correction, please see revised instructions: “Provide a personnel roster that identifies each person who will actually work on the contract and provide information about each person listed and Title.”
 5. Is the Respondent required to have a local office within 50 miles of Cameron County as stated on Page 11 of the referenced RFQ?
ANSWER: Yes, as per page 11 of 42, III Evaluation Criteria Scoring, A. Selection, # 9
 6. To whom do we address the RFQ on the Transmittal Letter? Roberto C. Luna?
ANSWER: To Purchasing Agent, Roberto Luna.
 7. Do we need to submit a Form 1295 with the RFQ Submittal?
ANSWER: Yes, Form 1295 must be submitted. TEC - Home page
 8. Pg. 9 states to sign the First Page/Cover Page, does that mean the RFQ Submittal Cover page or the RFQ Packet you provided to us?
ANSWER: Cover page must be sign along with all forms and initials for each page of the RFQ

9. Pg. 9, I. Project Summary does not include a listing of project-related engineering and surveying services/work categories.

ANSWER: Please see missing language on last page of addendum for page 9 of 42, Item I Project Summary, second paragraph:

The services will encompass all project- related engineering and surveying services to Cameron County including, but not limited to, the following: (See last page)

10. Pg. 9-10, Please clarify section under “Summary of RFQ as Submitted”

- a. Are these the sections required within the executive summary? If so, is the page limit 4 or 2?

ANSWER: No, they are not part of the executive summary

- b. Experience & Qualification section does not have a page limit.

ANSWER: Correct, no page limit...

11. Please verify number of RFQ documents requested: 1 original, 1 copy, and 1 electronic PDF.

ANSWER: As instructed in the RFQ, please provide the original RFQ submittal with all signatures, initials and documentation required by Cameron County. A copy of the original marked “Copy” and an electronic copy of all documentation in a flash USB drive as a PDF format.

12. Is there a page limit on the “Team Experience and Qualifications” narrative (only).

ANSWER: No, no limitation...

13. Page 15, Exhibit A, item #7: Please expand on the “Contracts on Hand. ” What is meant by “schedule these?”

ANSWER: Show a schedule of current contracts with work in progress, expected completion date, and values of these contracts.

14. Page 5, under Please Note Carefully, 1. It states to that each RFQ shall be placed in a separate envelope. Does this mean we will be submitting 3 individual envelopes?

ANSWER: Original, Copy and electronic copy in a Flash, USB should be submitted in a seal envelope and must have name of participating Firm (Complete information) together with the RFQ number.

15. Page 1 of the RFQ states that “Responders must sign each page of the RFQ to ensure you have read each page’s information, terms, conditions and/or required forms. Failure to sign or initial each page will disqualify the RFQ offer.” Page 9 states that “the Proposal must be submitted with a single staple in the upper left-hand corner. No other binding will be accepted.” **If the response is required to only be stapled and the RFQ is 42 pages and must be returned with initials on each page, can we provide the RFQ with all pages initialed and all forms signed as a separate document to our qualifications response?**

ANSWER: RFQ submittal can be submitted in a binder with tabs to identify each section in order without any loose pages.

16. If our firm is only submitting on 1 category and can self-perform all work within that category, do we have to include sub-consultants? Page 17 includes the Sub-consultant table and states “If all fields are not completed, the Respondent is at risk for being rejected due to non-responsiveness. It is not acceptable to indicate “see attached” on this form.” **Is there a sub-consultant goal or can we self-perform the category we are submitting on?**

ANSWER: Participating firm must indicate if self-perform and/or sub consultants are involved.

Cameron County Department of Transportation reserves the right and option to approve or disapprove any third-party sub-consultants.

17. Page 9 lists out the guidelines and order of the response, Page 15 states “Please provide the following information in an effective, clear, concise, and comprehensive manner in your proposal. Additional information may be submitted.” **Where should we put the information requested on page 15 if we must follow the order listed on page 9?**

ANSWER: As per page 9 of 42 table of contents, Section 2 (Ref Exhibit A)

18. This RFQ has a requirement for a financial statement. Can we submit this finalize statement as a separate document from the main RFQ response, and marked as confidential, so that it cannot be redistributed under an open records request? We consider our firm's financial statements to be proprietary and confidential and not for distribution to the general public.

ANSWER: Please proceed to mark your firm’s financials “Confidential” in order for County to exclude information from “Public Records”. It is the Cameron County’s Best Practice to keep all financial information submitted by participants as Confidential Information.

The list below is an update of missing information in original RFQ package, page 9 of 42, Item I Project Summary, second paragraph:

I. Project Summary: Cameron County is requesting RFQ's to provide professional engineering and surveying services.

The services will encompass all project- related engineering and surveying services to Cameron County including, but not limited to, the following:

- ADA Compliance
- Breakwaters
- Bridge Design
- Dredging and Reclamation
- Coastal Processes Modeling and Analysis
- Coastal Resilience and Protection
- Construction Contract Management
- Cost Estimating
- Dams and Cut or Filled Slopes
- Design for New Construction
- Drainage Design
- Electrical Distribution Systems
- Excavations and Trenches
- Facility Analysis and Master Planning
- Hydrologic and Hydraulic Analysis and Design
- Metes and Bounds
- Needs Assessment
- Parking Design
- Pavements
- Plans, Drawings, and Specifications
- Pre-Design
- Project Development Management
- Right of Way Maps and Data
- Roadway Design
- Route and Design Studies
- Schematic Design
- Signing, Markings, and Signalization
- Site Planning and Analysis
- Social, Economic, Environ. Studies & Public Involvement
- Soil/Rock and Foundation Studies
- Solid Waste
- Surveying
- Topographic Surveying
- Traffic Control Plans
- Utility Adjustments
- Water and Wastewater Design
- Water and Waste Retention/Disposal

Note:

This addendum shall become part of the RFQ and all RESPONDERS/PARTICIPANTS shall be bound by its content. All aspects of the scope of work/services not covered herein shall remain the same.

Company Name _____ Phone # _____

Vendor Signature _____ Date _____

Must include and return with RFQ package

END OF ADDENDUM # 1