

## Q & A BATCH 1

### PROFESSIONAL ENGINEERING / ARCHITECTURAL SERVICES

1. RFQ calls for professional engineering services in the following work categories: Civil, Structural, MEP, Windstorm Inspections and Certification & Architectural. Does interested firm need to put team together for each category and submit RFQ or can we pursue only one category? Please advise.

*Teams will not be considered. Each firm should submit a proposal for the work category for which they would like to be considered.*

2. Would the County rather have a firm submit qualifications for a team that can provide all the services requested on the RFQ or submit qualifications for only those services that the firm can provide in-house?

*Firms may submit proposal for categories in which they are qualified and meet all requirements. We are not seeking teams to provide all of the services.*

3. On page 9, the second bullet under **Required RFQ Response Attachments** limits the experience of each task leader for the work categories to ¼ page. Is this referring to the material that is to be submitted in "Section 3: Similar project-related experience of the task leaders responsible for the major work categories identified in this notice" found under Section II on page 8 of the RFQ? Are these the same thing?

4. As per the RFQ, the responses to the RFQ are to include the numbered tabs for each of the sections:

1. Letter of Transmittal from Authorized Consultant Representative
2. Table of Contents
3. Section 1: Project Understanding and approach
4. Section 2: The Project Manager's experience with similar projects
5. Section 3: Similar project-related experience of the task leaders responsible for the major work categories identified in this notice
6. Section 4: The prime provider's Quality Assurance/ Quality Control (QA/QC) program

Do you want to see separate tabs for the additional sections of information also being requested in the RFQ?

7. Organization Chart (on page 9 – **Required RFQ Response Attachments**, second bullet)
8. First Attachment A (Items 1 – 21) on page 11
9. Second Attachment A (page 12) through Attachment H (page 22)
10. Is there an overall page limit beyond those listed for Sections 1-4? I realize the staple is a delimiter.  
*unless noted as in 1-4 no*

11. Is there any specific location to place the information required at the bottom of page 8 and continued onto the top of page 9?  
*no specific location but flag tab as such*

12. In the center of page 9 there is a section labeled "RFQ Required Response Attachments" with two bullets.

A. Is this an attachment in addition to those labeled A-H?  
Yes

B. Does the first bullet include sub-providers as the second bullet does?

C. Is there a specific location to place the "Required Attachments?"  
*no specific location but flag tab as such*

13. Page 11, Attachment A- Question 12. What does the word "individual" mean, in the context of the following question?

12. Past individual experience in work similar in importance to this project

14. Page 9

"Whether Cameron County or non-Cameron County the client references should be employees, such as the contract manager or work authorization manager, who are most familiar with the proposed project manager's work. They should be individuals who are, or were, actively involved in the management of an existing or previous contract that the proposed prime provider's project manager was: responsible for previously; responsible for currently; or directly involved in, but not as the responsible project manager, such as a task leader."

For Cameron County does an employee include the Owner's representative (employee of client but not a DIRECT employee) who is responsible and directly involved in the project - conversant?

*No, client references should be employees of the client or entity for which a project was completed. They should be individuals who are, or were, actively involved in the management of the contract.*

16. Is this a multiple year On Call service contract?

*This is a three year on-call service contract with option to renew for an additional two years.*

17. How are the individual projects awarded to individual firms?  
*Selected firms will be placed on the rotation list in the order of their scoring and projects will be awarded to the firm next in line on the list. If negotiations fail with the selected firm the project will be awarded to the next in line.*
18. Are individual firms going to be selected based on performance of similar projects or are favorites awarded projects?  
*Cameron County will base its choice on demonstrated competence, qualifications, and evidence of superior performance with criteria.*
19. If a firm has done all of a project type is that firm to continue with the same project types and other firms do not have an opportunity to work with the county?  
*The selected firms will be placed on a rotation list.*
20. Are the firms to have a true local office and not just a local answering service?  
*There are no requirements for the firm to have a local office.*
21. How many presentations will be required? Is there a requirement for separate Presentations for specific projects after being added to a list (short list) of On Call professionals?  
*One presentation will be required.*
22. How is the county going to monitor the selection process so that this is not a political appointment process instead of performance based?  
*Proposals are evaluated by a review committee and ranked based on the scoring criteria outlined in the RFQ. Cameron County will base its choice on demonstrated competence, qualifications, and evidence of superior performance with criteria.*
23. Is the county requiring firms to list number of lawsuits and how those suits may have been resolved?
24. Is county considering change orders and cost over runs?  
*The RFQ is for qualification of professional services. Change orders and cost overruns would be dictated by individual project agreement.*
25. CBI Funding Addendum?  
*A CBI Funding Addendum will be incorporated to the RFQ at a later date.*
26. Is this quarter sheet in addition to the other requirements listed in the RFQ? That is, in addition to the items included at the bottom of page 8 and top/middle of page 9? And also in addition to the questions in Attachment A? Or is this quarter page intended to satisfy one of the requirements?  
*The Quarter Sheet Attachment is in addition to the other requirements in the RFQ  
Items listed in bullets on Page 8-9 are information that should be included within the listed sections of the RFQ*

27. Also, can you clarify for me what NOI is?

*NOI should be changed to RFQ.*

28. List the more important projects recently completed by your company, stating the approximate cost for each, and the month and year completed. This questions appears to be more for a contractor than an engineer providing professional services. As an Engineering we can only take a percentage of the MEP cost therefore our cost may be less significant than a general contractor. Also as for the month and year completed for these projects is also very hard to determine because our services start before a general contractor is selected; and the completed date will also vary because the general contractor maybe submitting their final payment for retainage, but we still have to make sure that the final inspection is completed, and that close out documents are reviewed and approved and submitted to Owner. ??

29. Past individual experience in work similar in importance to this project. How many projects should we submit?

*Section 2 of the proposal (Project manager's experience with similar projects) is limited to 2-3 pages. Number of projects will vary.*