



**THE COUNTY OF GALVESTON**

RUFUS G. CROWDER, CPPO, CPPB  
PURCHASING AGENT

GWEN MCLAREN, CPPB  
ASST. PURCHASING AGENT

COUNTY COURTHOUSE  
722 Moody (21<sup>st</sup> Street)  
Fifth (5<sup>th</sup>) Floor  
GALVESTON, TEXAS 77550

June 20, 2018

**PROJECT NAME: Professional Engineering Services for Galveston County Bond Projects**

**SOLICITATION NO: RFQ #B181050**

**RE: ADDENDUM #1**

To All Prospective Qualifiers:

The following information is being provided to aid in preparation of your qualification submittal(s):

**REVISION:**

**Category 4 – 1point:** All respondents seeking a contract must meet the following requirements and include evidence of each in their submittals:

- Proposer(s) have completed similar work in the State of Texas within the last two (2) calendar years or have at least 8 years of experience providing the requested services in other jurisdictions;
- Proposer(s) must be licensed and registered in the State of Texas.

**Question #1:** *In the General Provisions – Request for Qualifications, Page 21, paragraph 2, it states. “The truthful and fully completed and executed original of the Certification Regarding Lobbying (included with bid packet) must be included with the submission of qualifier’s response and is a mandatory requirement of this request for qualifications;” Could find not Certification Regarding Lobbying form included with the bid packet. Is there a link available where it can be obtained or could the County post it on their website?*

Response: The Certification Regarding Lobbying form is not a part of this Request for Qualification.

**Question #2:** *The RFQ states resumes may be provided and are not included in the 5-page limit for each discipline. Should resumes be included in each tabbed discipline’s section or would the County prefer they all be provided at the end of the submission as one tabbed attachment?*

Response: Resumes should be provided at the end of the submission as a tabbed attachment.

**Question #3:** *Is there a pre-proposal meeting? Is there is when?*

Response: A pre-proposal meeting is not scheduled with this RFQ process.

**Question #4:** *Do we need to assemble a team for the services we don’t provide?*

Response: No. Only provide qualifications statements for your firm.

**Question #5:** *The RFQ mentions an enclosed label to use for packing, I am having a hard time finding it in the RFQ package.*

Response: The labels are not a part of this RFQ process and are not included in the package.

**Question #6:** *Does the County have any preference on where all the forms and resumes are placed in the response since they don't county against the page limit or can they all be placed in an appendix for required documentation?*

Response: The resumes and forms can be placed in an appendix.

**Question #7:** *Can the County clarify all the required forms and documents needed for the response? There seem to be other requirements for items through the RFQ document and we want to be sure we don't miss anything.*

Response: The following County documents required with your qualification submittals: Qualification Form (which has a checklist of all documentation required), Non-Collusion Affidavit, Vendor Qualification Packet, and Debarment Form. The Galveston County Direct Deposit Form (included in the Vendor Qualification Packet) is not a requirement.

**Question #8:** *Regarding the Requirement of Responses, Section G, Page 2 of the Special Provisions, can you please clarify the format of the submittal, whether it should be formatted by categories as shown in J. Evaluation and Selection Process or by discipline as indicated in Section G, or should some of the category sections be further broken down by discipline?*

Response: Qualifications for each respondent will be evaluated for the discipline(s) that are included in their response. The disciplines are listed in Paragraph A of the Special Provisions. The criteria used to evaluate the qualifications are shown in paragraph J of the Special Provisions. The response should be separated by tabs between each discipline if more than one discipline is being submitted.

**Question #9:** *The requirement says, "The number of pages shall not exceed five (5) for each discipline being considered" and "if more than one discipline is being submitted for consideration, responses for each discipline shall be divided by a Tab in the response package.", however, on page J. Evaluation and Selection Process, the submittal appears to be divided into 4 overall categories divided by tabs. Which of those categories are we required to break down by discipline?*

Response: See response to question #8 above. Paragraph J does not mention tabs.

**Question #10:** *Is there a page limit for RFQ #B181050?*

- Response:
- a. See paragraph G of the Special Provisions. "The number of pages shall not exceed five (5) for each discipline being considered. Provided however, that the following documents shall not be included in the page limitation: cover letter, resumes, organizational charts, references, certifications and affidavits. W-9, financial statements, information on prior contract terminations, and information on name changes/corporate restructuring. As well, front and back covers, divider pages, and table of contents do not count towards page limitations. Responses shall be submitted utilizing the following format described below. Font size is limited to no smaller than font size 11, except that organizational charts, other graphics, and footers, may be as small as font size 9."
  - b. In addition see response to question #20.

**Question #11:** *Please clarify if the intent is for firms to submit only Prime vendor information of if a team including subconsultants is desired?*

Response: See response to question #4. Only provide qualification statements for your firm.

**Question #12:** *Page 4 of 6, Evaluation and Selection Process, explains the scoring criteria per category. Does the County want a description of the tasks and corresponding durations for each task for each project listed that we intent to submit for (and therefore identify the specific projects we are submitting for), or a provide a list of general tasks and corresponding durations for each discipline that we are submitting for.*

Response: Provide a typical list tasks and corresponding duration for each discipline that we are submitting. Project assignments will be made by the County.

**Question #13:** *Please reference the third page of the Qualification Form that read for “References of major supplier of Qualifier who can speak to the financial capability of the Qualifier.” for my question:*

*As a professional engineering firm, we do not conduct business with suppliers. Can you please tell me what other information can be provided to satisfy the requirements?*

Response: Please disregard this request. It is not applicable to this solicitation.

**Question #14:** *Does the qualification package have to address all the listed disciplines in the RFQ or can we select disciplines from the list in the RFQ and address only them?*

Response: No. Only provide qualifications statements for your firm that you wish to be considered.

**Question #15:** *In reviewing the above-referenced RFQ I am seeking clarification for the Evaluation and Selection Process. Does Galveston County prefer one complete package with tabbed sections per Discipline we are submitting for or does the County prefer a separate SOQ package per Discipline. Example: If we are submitting on A. Surveying; F. Roadway; and H. Hydrologic & Hydraulics, would we submit one package with three sections or three separate packages?*

Response: See response to question #8. (One complete package with tabbed sections per discipline).

**Question #16:** *Where do we include the certificate of insurance? With the submittal to the Purchasing Agent or to the Purchasing Department with the Vendor Qualification Packet? If to the Purchasing Agent, does it count toward the 5 page limit?*

Response: To the Purchasing Agent or the Purchasing Department. They are the same. No, it does not count towards your page limit.

**Question #17:** *Please clarify how the 4 copies are to be bounded? Stapled? Binder Clip? Coil? Etc.*

Response: The 4 copies may be GBC bound, spiral bound, stapled, or in a 3-ring binder.

**Question #18:** *Where do we put the sample agreement? Does the sample agreement count towards the 5 page limit?*

Response: Any agreement for services will be prepared by Galveston County. The submission of a sample agreement is not required.

**Question #19:** *Is it ok to fax the forms for the Vendor Qualification Packet to the Purchasing Department:*

Response: No. They must be included with the qualification submittal.

**Question #20:** *Regarding project experience, Section J – Evaluation and Selection Process. If we list projects completed in the last (2) years, does this have to be included in the 5 page limit, or would we devote to extra pages in the proposal to our experience?*

Response: List of projects may be included as a separate tabbed section and not counted toward the 5 page limit per discipline. Limit the project list to 8 pages regardless of the number of disciplines being submitted for evaluation.

**Question #21:** *Page 1 first sentence lists the documents to be included in our SOQ. The first item appears to be the entire RFQ. IS it correct that we include the Galveston County Bond Projects RFQ in its entirety, within our SOQ in a separate section?*

Response: No, the entire RFQ is not required with your submittal.

**Question #22:** *The RFQ cover letter require “one (1) unbound original.” Other sections do not state the original must be “unbound.” Please clarify if the original should be bound or unbound, and if unbound, how should we combine the documents.*

Response: The original should be unbound.

**Question #23:** *Does the County have preference of where in the document the Qualification Form and Non-Collusion Affidavit fall? Should these be included with the other forms (PEID, W-9, CIQ, Debarment, Direct Deposit, Certificate of Insurance) as an attachment or should they be included before our qualifications?*

Response: The Qualification Form and the Non-Collusion Affidavit can be included with the other forms.

**Question #24:** *Does the key personnel need to be included in each of the discipline tab portions?*

Response: See response to question #2. Resumes should be provided at the end of the submission as one tabbed section.

**Question #25:** *Who is the review team for the submittal, i.e. who is the audience?*

Response: Galveston County does not reveal those that serve on our Evaluation Committees.

**Question #26:** *Is there an MWBE requirement for the RFQ and does it need to be addressed in the SOQ?*

Response: The requirement should be listed in the General Provisions.

**Question #27:** *If there is a document we wish to include (i.e. firm history), that is not listed in the required categories or the excluded terms mentioned doe this count against us?*

Response: Do not include additional documents other than those requested.

**Question #28:** *Is there a limit on the total number of pages for the SOQ?*

Response: See response to questions #8, #9, and #10.

**Question #29:** *Other than the terms listed in Categories 1-4, is there any outline or table of contents to indicate the arrangement of the remainder of the information requested.*

Response: There is no published outline or table of contents. Use the scoring category as a guideline to structure the RFQ.

**Question #30:** *In the special provisions of the RFQ, under Section J, Category 4, there is an item "Proposer(s) must have at least 5 years of experience providing the requested services. How is this criteria applied? Not meeting this criteria is a means for disqualification? Does this criteria mean that the responding firm should be in existence for more than 5 years? Or, the experience of the Principals or Project managers will be considered in case of a newer firm?"*

**Response:** Proposer must meet the requirements of the published criteria. The criteria are for the firm responding to the RFQ. Criteria for Section J, Category 4 have been modified by Item 1 of the addendum.


As a reminder, all questions regarding this proposal must be submitted in writing to:

Rufus G. Crowder, CPPO CPPB  
Galveston County Purchasing Agent  
722 Moody, Fifth (5<sup>th</sup>) Floor  
Galveston, Texas 77550  
E-mail: [rufus.crowder@co.galveston.tx.us](mailto:rufus.crowder@co.galveston.tx.us)

If you have any further questions regarding this proposal, please address them to Rufus Crowder, CPPO CPPB, Purchasing Agent, via e-mail at [rufus.crowder@co.galveston.tx.us](mailto:rufus.crowder@co.galveston.tx.us), or contact the Purchasing Department at (409) 770-5371.

Please excuse us for any inconvenience that this may have caused.

Sincerely,

<sup>TUC</sup>  


Rufus G. Crowder, CPPO CPPB  
Purchasing Agent  
Galveston County