



Request for Qualifications (“RFQ”) – Design and Construction
Service for Fire 2

RFQ NO. 23-003 – Addendum No. 1 Questions Related to RFQ

Questions Related to ITB

1. Q- In a section on page 7 that is about identifying 3 current, major clients. Does filling out and turning in the 3 Reference Forms fulfill this requirement, or should we also include an additional writeup about these clients and their projects? I’ve copied that section text here for your convenience:

*“The Proposal should **identify three current, major clients**, particularly other fire departments and/or governmental entities, preferably for which it has provided not only professional architectural and/or engineering services, as applicable, but also in construction administration. Utilizing the Reference Form provided, include contact names and telephone numbers, indicate when your firm has provided architectural and engineering services to these clients, and the types of projects conducted for each client.”*

A- We would like to see three projects independently of references that way we can assure that they are first station projects.

2. Q- The packet says that we are allowed to submit electronically if we email first for permission, but there isn’t any information on how to send that in. Does this mean that an “electronic submission” is mailing a USB drive, or does that mean we should send it to your personal Brenham email address?

A-We utilize a secure electronic depository via share file link that will be sent upon request. Here are the instructions from page 3 on how to do so. The city does accept electronic bids via download into a secure electronic depository. Bids submitted by e-mail will not be accepted. If a bidder would like to submit electronically, they must notify the city no later than 3:00 p.m. Wednesday, February 22, 2023. Copies of proposal are not needed when utilizing electronic submission. Notifications for electronic submissions must be sent to Kyle Branham, Purchasing and Public Works Project Manager, P. O. Box 1059 (200 W. Vulcan St.), Brenham, Texas 77834, or e-mailed to kbranham@cityofbrenham.org. All e-mails must indicate “RFQ No. 23-003–Electronic Submission Request” in the subject line. It is the sender’s responsibility to verify receipt of email; read receipt is acceptable.

3. Q- Can you clarify what you're looking for in the historical summary?

A- As the RFQ states we are looking for a historical summary of a firm's experience in the way of fire service facility design and development, this is simply has this company had any experience in successfully designing and completing fire department facilities.

4. Q- Can you clarify what you're looking for in the key business data?

A- This is the statistical and analytical data such as feedback from previous contracts, supply chain successes or failures, employee data (which is spelled out in the RFQ). Project costs over and under budget, etc.

5. Q- Is the key business data being requested for just the prime firm or for the prime firm and all sub-consultants?

A- If the firm is using sub-contractors, the historical information would apply to them as that would be part of the overall evaluation process.

6. Q- Can you confirm which content is excluded from the page limit? The exclusions ("and above items") on page 7 are unclear.

A- As stated in the RFQ, "*Cover, Section Tabs, Cover Letter, and above items not applicable to the proposal page count, this would include any supplemental information attached to the proposal as "Appendices".

7. Q- Is it acceptable to reformat the Reference Form provided that we include all requested information and adhere to the total page limit?

A- For consistency of the evaluation process, it is preferred to use the form as sent out in the RFQ, should a modification be made to the form it would not be a disqualifying factor in the overall submittal.

PROPOSER ADDENDUM ACKNOWLEDGEMENT

Proposer has read and fully understands this RFQ and has asked questions and received satisfactory answers from The City of Brenham regarding any provisions of this RFQ for which clarification was desired.

Proposer must initial next to each addendum posted to verify receipt:

Addendum #1: _____

Addendum #2: _____

Addendum #3: _____

Proposer ~ Please Fill in and Sign Below:

Name of Firm/Company: _____

Agents Name: _____

Agents Title: _____

Mailing Address: _____

City, State, Zip: _____

Phone & Fax Numbers: _____

Email Address: _____

Authorized Signature: _____

Date: _____