



SPRING BRANCH INDEPENDENT SCHOOL DISTRICT

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PURCHASING DEPARTMENT

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Director of Purchasing Services

NOTICE TO OFFERORS

ADDENDUM TO COMPETITIVE SEALED PROPOSAL

DATE: July 11, 2018

This ADDENDUM forms a part of and modifies the original Proposal Document, issued by the Spring Branch Independent School District.

Invitation to Proposal entitled: **2017 BOND PROGRAM NEW CONSTRUCTION-
ADDITIONS & RENOVATIONS TO SBISD CMAR**

Proposal Opening Date & Time: **July 31, 2018 @ 1:30 PM**

ADDENDUM NO. 1

PROPOSAL NO. 12744

Please make the following additions, revisions, and/or deletions to the Proposal Document:

**See Question and Answer below
Replacement Page 22 – Form A-K
Replacement Page 46 – Reference Request Form
Pre-Qualification Conference Sign In Sheet**

The offeror shall acknowledge receipt of this ADDENDUM in the Proposal Form.

QUESTIONS AND ANSWERS

Question #1:

Is this a CM at Risk package for all 17 projects listed on page 16? If not which specific projects is this for?

Answer #1:

This RFQ is to qualify a pool of contractors to perform CM@Risk from the potential project list as needed.

Question #2:

Are budgets, schedule and lists of architects on each project available?

Answer #2:

Not available at this time

Question #3:

Would SBISD want the contractor to list somewhere which projects they're interested in or if the contractor submit then SBISD will decide which projects best fit the contractor qualifications?

Answer #3:

No, see answer # 1.

Question #4:

Personnel – some of these projects could be as many as 4 years out. How does the contractor list personnel on something that far out? Substitutions of personnel after award of the contract must only be made because of extreme extenuating circumstances with prior approval. Again, this is almost impossible to list someone for a project that is one or two years out and guarantee that they will be available.

Answer #4:

List current personnel with this submittal. SBISD realize, awarded company personnel can and will change on future projects. Updated personnel information will be requested in step-two of the process for future projects

Question #5:

When SBISD state on page 20 Requirements of Transmittal Letter, letter d – is the district asking to hold the qualification package for 360 days or the fee if the company is shortlisted?

Answer #5:

All submittals will remain valid and available for SBISD to utilize 360 days after Opening of Qualification.

ADDENDUM No. 1, Questions cont.

Question #6:

Part 1- References – on page 20 Section D letter e – SBISD state that company is to send “Reference Request form to Client reference and have them complete, sign and return to be submitted with qualification package” – there is not such form in RFQ.

Part 2 - But then on page 24 under Selection Criteria – section 3.7 SBISD want architect / engineer and subcontractor references to be listed and then on page 32 there's a form that requests school system references. Please clarify which references SBISD want and which form we need.

Answer #6:

Part 1 – See page 46 of RFQ for Reference Request Form – (Revised form attached)

Part 2 – Both are required, the form on page 46 is requesting reference information from architect/engineer or owner (school districts, etc.) pertaining to CM@Risk projects. The five (5) requested References on page 32 are all from other school districts or hospitals that worked with the company on CMAR projects.

Question #7:

Selection Criteria – page 24 – Management Plan – this shows that companies are being graded on organizational charts, sample Bar chart schedule and a schedule showing a recovery schedule on a project that fell behind. None of these items are requested in SOQ.

Answer #7:

See page 21 – Provide above information under Tab 4 - Approach and Methodology.

Question #8:

As per Page #009 1.15.16 on the RFQ, the reference contact list is stated to be due with the submittal....July 31, 2018 at 1:30 p.m. It also states on the next paragraph, 1.15.7 that the evaluation forms are to be returned to SBISD on July 31, 2018 at 1:30 p.m.

Answer #8:

That is correct, all references are due with the submittal July 31, 2018. (See answer #6)

Question #9:

Information requested on pages 023 thru 025, beginning with part 3.5 (Selection Criteria) and continuing through part 3.8 where is this information to be placed within our submittal

Answer #9:

3.5.1, 3.5.2, 3.5.3 – Provide under Tab 2

3.6 – Provide under Tab 4

3.7 – See page 46

3.8 – See page 21 #3-Safety Record – The Safety Record is a separate item to be included on the USB Flash Drive

ADDENDUM No. 1, Questions cont.

Question #10:

Page 023, part 3.5, in red text, states that the qualification submission should be submitted in an envelope, whereas page 019, part 3.3 stated the information should be submitted in binders.

Does that mean the information requested in part 3.3 on pages 019 through 022 is submitted in binders and the information requested on pages 023 through 025 (parts 3.5 thru 3.8) is submitted separately in an envelope, or should it all be in the binders, and if so, should that info just be placed after the section 3 Divider?

Answer #10:

The entire qualification submission should be setup in a binder and the binder has to be sealed in an envelope or box with the appropriate information on the outside of the package.

Question #11:

Page 022, 3.3.E - Section 3 Divider (forms A thru L and Insurance) - The first form listed is Form A - References... Does "Form A" consist of the entire "Attachment A" - page 028 through page 032 - or is Form A just page 032?

Answer #11:

Form A is just page 32, not part of Attachment A

Question #12:

If Form A is only page 032, where is "Attachment A" to be placed in binder (pages 028 through 031)?

Answer #12:

Attachment A and Form A are different – Attachment A should be part of A-K Forms being submitted.

Question #13:

The list of forms provided on page 004 does not match the list of forms provided on page 022; however, the forms that are provided are the forms listed on page 022 (with the exception of Form A, still unsure, per question above regarding Form A)

Answer #13:

That is correct, disregard page 004, all forms should follow page 22 (Forms A-L)

Question #14:

Are the forms listed on page 004 which have not been provided within the RFQ needed, or are they to be disregarded?

Answer #14:

Disregard List on page 4

Question #15:

If forms listed on page 004 are disregarded and follow the list on page 022 and use the forms that correspond to that list, please be advised that the "Exceptions Form" which is listed as "Form J" on page 022 is labelled "Form H" at the top of the form itself.

Answer #15:

See attached revised page 22 with corrected initials

ADDENDUM No. 1, Questions cont.

Question #16:

Part 3.5, on page 023, second sentence says, " Contractors are to use the forms provided". There're no forms provided in the RFQ that request the information discussed in parts 3.5.1 through 3.8. Are there forms that need to be issued for this purpose, or should companies just send responses for the requested information as listed in parts 3.5.1 through 3.8?

Answer #16:

See answer # 9

Question #17:

Should Form HB 1295 be included in the submittal under Section 3 Divider, after the Proof of Insurance?

Answer #17:

Yes, the HB 1295 can be submitted with the other forms requested.

Question #18:

Page 20, item D.2.e. states the Contractor should send out the Reference request form (evaluation form) to references, have them complete it, sign it and include those completed evaluation/reference response forms in the submittal package. Is that really what SBISD desires?

Answer #18:

That is correct, see answer # 8

Question #19:

Page 22, Item E .K - indicates the company should include not only the Reference Checklist, but also the Reference Questions seeming to indicate the vendor should gather the references/evaluations. Again, assuming that is not what SBISD desires?

Answer #19:

Page 22 – E-K are forms that are needed with the submission. The Reference Request Form and Reference Questions are on page 46 & 47. Both Reference pages are required with the submission. All references will be validated with information provided by the contractor.

Question #20:

Since there are 17 projects in this package, then are companies submitting 5 projects for each one, for a total of 85 projects? Is that correct? Or perhaps should 5 relevant projects be submitted for each TYPE of project? (i.e., new elementary, new JH, new HS, renovation, addition?)

Answer #20:

SBISD is looking for five (5) projects relative to the seventeen (17) listed, not a total of eighty five (85).

ADDENDUM No. 1, Questions cont.

Question #21:

The relevant experience is to be limited to one page per school project. If 5 relevant projects are listed on one page for each of the 17 projects, that would use up 17 pages of the 42 page limit for Section Divider 2, and there would not be enough pages left to provide all the other requested information for Section Divider 2

Answer #21:

The request is not five (5) projects for each of the potential seventeen (17) projects listed, its five total.

Question #22:

Page 1, second paragraph instructs companies to submit Safety Plan digitally on the flash drive as a separate file from the file that contains our SOQ.

Page 21, item 3, agrees with Page 1, instructing companies to submit only a scanned copy of the Company Safety Plan, still as a separate file.

But on page 21, item 3, in bold text, states the safety plan does not count as part of the 42 page limit for Section Divider 2. If hard copies are not being submitted, and it is a completely separate file from the digital copy of the SOQ, then it would not ever be counted, so it would not affect the 42 page limit, but since that statement about it not affecting the 42 page limit is made on page 21, please verify it is correct that no hard copy of the Company Safety Plan should be submitted

Answer #22:

Hard copies are not required, only a separate file copy is to be included on the flash drive with the submittal. The safety plan file pages do not count as part of the submittal.

Question #23:

Part 3.8 on page 024 states that "individual plans are not to be submitted". Interpretation is that by "individual plan", it means a plan developed specifically for one certain project, but Company Wide Safety Plans are to be submitted, is that correct?

Answer #23:

That is correct, only the company-wide safety plan is required.

Question #24:

Part D, Section 2 Divider, Item 5a, requests that resumes for all the personnel that will actually be assigned to each School Project and that are believed to be key to the success of each project. That would require resumes for the Project Executive, Estimator, Project Manager and Superintendent. If that is done and each resume is one page, then for 17 projects, 68 pages for resumes. There is a 42 page limit for the Section 2 divider. How can this issue be addressed?

Answer #24:

SBISD is only asking for key personnel that would be involved with a CMAR project. The seventeen (17) projects listed in the RFQ are only potential. No need to list personnel for each of the seventeen (17) potential projects listed.

ADDENDUM No. 1, Questions cont.

Question #25:

Part D, Section 2 Divider, Item 5c, requires that companies include a statement that all key staff members proposed will be available to staff the contract. Some of the projects listed in the RFP will not commence for several years. It is difficult to make personnel commitments for specific projects years in the future. How can this issue be properly addressed?

Answer #25:

See answer # 4

Question #26:

When the GMPs' are developed, contractors solicit and receive many subcontractor proposals; at that time, HUB contractors can aggressively be solicited to bid the work and track both the HUB participation in the bid and the value of HUB contracts that are ultimately awarded. Can the HUB questionnaire be deferred and that information provided after the GMP is developed?

Answer #26:

The HUB questionnaire is for informational purposes only at this time. HUB vendors are not a requirement for SBISD currently.

Question #27:

The Edgar Contract Addendum includes several requirements referencing projects constructed utilizing Federal Funds. Will these projects utilize Federal Funds, or are they funded by bond issues voted upon locally in the State of Texas?

Answer #27:

Bond Funds, but things happen that could require federal funds to be used.

Question #28:

Form K - Signature Page

This form includes a line that states companies will agree to deliver all goods and/or services within ____ calendar days after receipt of order. Since the construction projects will last many months, does that form need to be revised to state that companies agree to "commence work" within ____ calendar days after receipt of order?

Answer #28:

That space could be marked as N/A. All construction projects require contracts to be executed before proceeding.

Question #29:

Evaluations

Part 1.15.5 on page 009 states, "All evaluations will be focused specifically on CM @Risk delivery method experience". If companies have successfully delivered millions of square feet of public school projects by means of CSP delivery. Will the CSP method not receive any due credit or consideration whatsoever for hundreds of k-12 projects successfully delivered?

Answer #29:

This RFQ is to qualify companies with CM@Risk experience only. SBISD will only evaluate projects using the CM@Risk method.

ADDENDUM No. 1, Questions cont.

Question #30:

Could SBISD provide clarification regarding references? On page 020, D.e., the district ask that companies send the related Reference Request form to clients for them to complete, sign and return, assuming this is Form L. Where are the clients to sign? It also says return to you via email on the form. Is it to be in our qualifications AND emailed to you as well?

Answer #30:

The reference is to be included in the RFQ submittal, See answer # 19. I can add a signature line for the client to sign.

Question #31:

On page 021, 3. Safety Record, you are asking for a copy of our Safety Plan on a flash drive, and on page 024, 3.8 Safety Plan, it states that individual plans are not to be submitted with the Qualification Submittal. Please clarify.

Answer #31:

The Safety Plan is a separate file to be included on the flash drive with the submittal, but is not counted as part of the 42 page maximum.

Question #32:

Regarding Section 3.5 Selection Criteria, Items 3.5.1 – 3.8, how does SBISD wish to see this information presented? The district reference a form in the Procedure paragraph, could SBISD be more specific as to which form this information is to be provided on? Also, how does this information correlate to the MANDATORY format stipulated in 3.3 Submittal Content on pages 019-022?

Answer #32:

See answer # 9

Question #33:

Section 1.15.6 indicates companies are to provide reference contacts to SBISD with the submission due July 31st. SBISD will then submit evaluation forms to the contacts to be returned directly to SBISD.

Section 2.e indicates the CMAR is to send the reference request form to the client reference, and have them return to the CMAR to include in the package submitted on July 31st.

Can SBISD please clarify the correct procedure for references on this RFQ process?

Answer #33:

See answer # 19

Question #34:

Section 3.6.6 Management Plan-Schedule – Provide an example where a project was behind schedule and a recovery schedule was develop to get the project back on original timeline. Remove the following statement. 10 Points. Should this statement be removed?

Answer #34:

No, please provide the information as requested, disregard the last sentence (Remove the following statement)

RFQ FOR CONSTRUCTION MANAGEMENT SERVICES
(CMAR – Step One of a Two Step Process)

E. **Section 3 Divider** (Forms A thru K and Insurance)

- a. Form A – REFERENCES
- b. Form B – FELONY CONVICTION NOTICE
- c. Form C – CERIFICATE OF RESIDENCY
- d. Form D – CONFLICT OF INTEREST QUESTIONNAIRE
- e. Form E – DEBARMENT – FEDERAL / NON FEDERAL
- f. Form F – NON-COLLUSION STATEMENT
- g. Form G – HISTORICALLY UNDERUTILIZED BUSINESS QUESTIONBAIRE
- h. Form H - EDGAR CONTRACT ADDENDUM
- i. Form I – EXCEPTION FORM
- j. Form J – SIGNATURE PAGE
- k. Form K – CM@RISK REFERNECE REQUEST FORM / QUESTIONS
- l. Proof of Insurance – Respondent must provide a Certificate of Insurance from their insurance agent(s) confirming they should be able to comply with the terms and conditions in SECTION 3.6 (Insurance) of the Construction Manager at Risk Agreement for each School Project the Awardee will be responsible for under this RFQ.

RFQ FOR CONSTRUCTION MANAGEMENT SERVICES
(CMAR – Step One of a Two Step Process)

REFERENCE REQUEST FORM

**Construction Manager at Risk - Reference
Checklist**

Project Name
CMAR Name
Owner or AE Providing Reference
Telephone Number
Response Date
Reference Project Description
Reference Contract Type
Signature

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2017 Bond Program New Construction-Additions & Renovations to SBISD CMAR
Pre Qualification Conference
Date: July 17, 2018 @ 1:30 PM



Name of firm, representative, email, phone and fax number.
Please print.

Company: _____ Name: _____ Email: _____ Phone: _____ Fax: _____	Company: SBISD Name: Kris Drosche Email: _____ Phone: 713-251-1005 Fax: _____	Company: SBISD Name: Tom Hansen Email: _____ Phone: 713 251 1012 Fax: _____
Company: _____ Name: _____ Email: _____ Phone: _____ Fax: _____	Company: GAMMA Name: Tom Hansen Email: tom@gammacost.com Phone: 713.963.0086 Fax: 713.963.0961	Company: _____ Name: _____ Email: _____ Phone: _____ Fax: _____



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Company:
Name:
Email:
Phone:
Fax:

C.A. Walker Construction
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Elina.S@Cawalker.net
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(713) 957-3358

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713 681 6158

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Phone:
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JEREMY STONALL
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713-680-0083

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Phone:
Fax:

~~ROSA~~ STERLING STRUCTURES
PRASAD MUNNA
PMUNNA@STERLINGSTRUCTURES.COM
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Company:
Name:
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Fax:

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Fax:

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JAY DURRETT
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Name of firm, representative, email, phone and fax number.
Please print.

Company:

Name:

Email:

Phone:

Fax:

DRYMAULA

SETH SMITH

ssmith@drymalla.com

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979-732-3663

Company:

Name:

Email:

Phone:

Fax:

Satterfield & Pontikes

Hayne Bryant

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713.996.1402

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Name:

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Phone:

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Tellepsen

Greg Lynch

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Phone:

Fax:

WEBER COMMERCIAL

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Name:

Email:

Phone:

Fax:

Division One Construction

Zac Kolstar

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Company:

Name:

Email:

Phone:

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~~Chris Holley~~ Craign Group

Chris Holley

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713-436-8727

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Name of firm, representative, email, phone and fax number.
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Company: SATTERFIELD PONTIKES
Name: JOHN MARSHALL
Email: jmarshall@satterpon.com
Phone: 713.996.1300
Fax: 713.996.1402

Company: DUROTECH, INC.
Name: SIDHESH KAKODKAR
Email: sidheshk@durotechgc.com
Phone: 281-558-6892
Fax: 281-496-5637

Company: Comex Corporation
Name: David Walker
Email: davidaw@comexcorp.com
Phone: 281 479-2322
Fax: 281 479-2069

Company: Stewart Builders
Name: JEFF Covillion
Email: JEFFC@STEWARTBUILDERSLLC.COM
Phone: ~~832~~ 713 983 8819
Fax: (713) 983-8987

Company: SADHESH K. DUROTECH
Name: BOB RICHARDSON
Email: bobrc@durotechgc.com
Phone: 281-558-6892
Fax: 281-496-5637

Company: Westfall Constructors
Name: Trish Gonzalez
Email: tgonzales@westfallgroup.com
Phone: 713 681 6166
Fax: 713 681 6155



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Name of firm, representative, email, phone and fax number.
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Company:	Cadence Meschane	Company:	Gilbane Building Co.
Name:	Colby Rose	Name:	Angela Cotie
Email:	bids@cadencemeschane.com	Email:	acotie@gilbaneco.com
Phone:	(713) 405-8500	Phone:	281-830-4966
Fax:	(713) 405-8510	Fax:	
Company:	TEAL CONSTRUCTION	Company:	SBISD
Name:	KOURTNE SIMPSON	Name:	Matisia H. Lingsworth
Email:	KOURTNE.SIMPSON@TEALCON.COM	Email:	
Phone:	713.405.8300	Phone:	713-251-1000
Fax:	713.405.5810	Fax:	
Company:	TEAL CONSTRUCTION	Company:	
Name:	JENNIFER KING	Name:	
Email:	JENNIFER.KING@TEALCON.COM	Email:	
Phone:	713 405 8300	Phone:	
Fax:	713 405 5810	Fax:	



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Company:	Bartlett Cocke General Contractors	Company:	SBISD
Name:	Allison Reid	Name:	Noel Moreno
Email:	areid@bartlettcocke.com	Email:	noel.moreno
Phone:	(432) 352-2932	Phone:	713-251-1000
Fax:		Fax:	
Company:		Company:	
Name:		Name:	
Email:		Email:	
Phone:		Phone:	
Fax:		Fax:	
Company:		Company:	
Name:		Name:	
Email:		Email:	
Phone:		Phone:	
Fax:		Fax:	



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Name of firm, representative, email, phone and fax number.
Please print.

Company: DivisionOne
Name: Denise Domino
Email: dd1@dlconstruction.com
Phone: 713-688-7330
Fax: 713-688-8330

Company:

Name:

Email:

Phone:

Fax:

Company: SBISD
Name: Erica
Email: Erica.ylancs-montale
Phone: 713 251 681007
Fax:

Company:

Name:

Email:

Phone:

Fax:

Company:
Name:
Email:
Phone:
Fax:

Company:

Name:

Email:

Phone:

Fax: