SPRING BRANCH INDEPENDENT SCHOOL DISTRICT

Scott Muri, Ed.D, Superintendent of Schools

PURCHASING DEPARTMENT

1031 Witte Road, Bldg. T1-A, Houston, Texas 77055-6016 Phone (713) 251-1100 FAX (713) 251-1115

BARBARA A. ROBILLARD

Director of Purchasing

NOTICE TO QUALIFIER

ADDENDUM TO REQUEST FOR SEALED QUALIFICATION

DATE: January 19, 2018

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

Invitation to Qualifier entitled: <u>"ARCHITECTURAL AND ENGINEERING PROFESSIONAL SERVICES</u> FOR SBISD 2017 BOND PROGRAM"

Original Qualification Opening Date & Time: January 30, 2018 @ 2:00 PM

ADDENDUM NO. 3

QUALIFICATION NO.12248

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

Pre-Qualification Conference Sign In Sheets – As Attachment

See Questions and Answers Below

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

To be in compliance with the requirements of the RFQ; would the recommendation be that firms request recommendation letters directly from SBISD Planning and Construction or, since this is a SBISD project, would the letter of recommendation still be required?
Recommendation letters for Spring Branch ISD projects can be requested from the SBISD Planning and Construction Department – 713-251-1001. Yes, recommendation letters are required.
What is the approximate number of A/E teams that SBISD has targeted to work with as an outcome of the RFQ?
Spring Branch ISD has not determined a specific number of Firms.
Is detail available on the various interior and exterior upgrades for existing campus facilities referenced in the bond information? No
Will that work primarily address building system MEP infrastructure replacement, perhaps accessibility compliance, deferred maintenance such as improvements to exterior envelopes, site utility upgrades, etc.?
To be determined.
 Page 4 of the RFQ reads: <u>"This Request for Qualifications also includes professional services to be contracted individually with the District such as civil</u>, geotechnical, testing labs and services, surveying, testing and balancing and commissioning services and any other additional services that may arise. Projects will include new construction, building renovations and additions, facility upgrades, new classroom furniture and athletic upgrades to include synthetic turf fields and any other projects that may arise." At the Pre-Submittal meeting it seemed from the Q&A that civil engineering services will be procured both as part of an Architect-Lead Team and individually. Could SBISD clarify this? Should a civil engineering firm submit both as part of an architecture team AND individually to cover all potential opportunities with the District as part of this Bond Program?

Answer #5	Yes, This is a business decision to be determined by the submitting Firm (see page 4 of 32 in the RFQ).
Question #6:	Can the district give any further details at this time about what projects might require civil engineering services individually?
Answer #6	To be determined.
Question #7:	If a civil engineering firm performs survey services as part of their service offerings, should a separate RFQ response for surveying services be submitted or can that service be included as part of the submittal for civil engineering services?
Answer #7	This is a business decision to be determined by the submitting Firm (see page 4 of 32 in the RFQ).
Question #8:	In reference to RFQ No. 12248, it was mentioned at the pre-submittal meeting on Wednesday, January 10th that firms are allowed to include a letter of recommendation from Spring Branch ISD for the projects worked on for the district. Are firms allowed to contact Planning and Construction to request this letter or should firms send the request to the Purchasing Department?
Answer #8	See Q & A # 1.
Question #9:	Seeking clarification to Form 10.0 - Signature Page. The item is "The undersigned agrees to deliver all services within calendar days after receipt of order." Since project(s) (and their differing scopes and schedules) that may be awarded from the multiple projects included in this RFQ are not defined, that cannot accurately be answered. Can it be left blank? Can the response be "TBD"?
Answer #9	Yes
Question #10:	Page 9, Tab 1 Item A indicates a letter of recommendation for each project example must be provided. As a typical letter is at least one page in length. Can a request be made for the District to exclude these letters from the 30-page limitation or delete the requirement for a letter?
Answer 10	See Addendum No. 2

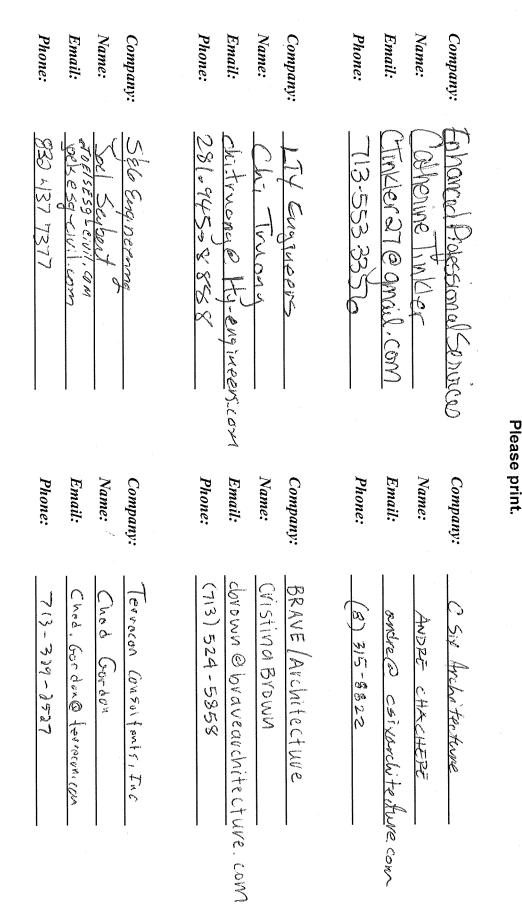
Question #11:	Page 10, Tab 4 Item d. asks for a list of "typical consultant firms used" then notes that a re-evaluation of the "proposed" team will occur prior to a separate agreement. Is it the intent of the District for firms to partner in advance with firms and provide resumes, project experience, and general firm information or to only provide a list of firms that offer a best-value to the District? If a partnership is preferred, can the request be made to increase the total page limitation to accommodate the additional firm and team information?
Answer #11	This is a business decision to be determined by the submitting Firm (see page (4 of 32) in the RFQ.
	SBISD will not increase the total number of pages from thirty (30) single sided.
Question #12:	If a firm did not attend the Pre-Qualification meeting, will that exclude that firm from consideration or adversely affect the submission?
Answer #12	No
Question #13:	Are there pre-approved engineering teams to be consider or any engineering teams that are prohibited from being included on a Firms team?
Answer #13	No
Question #14:	An "Architect Pool" was mentioned various times throughout the RFQ. Are there a limited number of spaces available or is there a minimum that the district will retain?
Answer #14	No, SBISD is seeking qualified Firms that best meet the needs of the district. The number will be determined after evaluation of submittals.
Question #15:	Will provider team data be available for public viewing after the public opening or is attendance required for this information?
Answer #15	No, provider team information will not be available after public opening. Non confidential information is only obtainable through an Open Records Request.

Question #16: Will Spring Branch ISD be accepting submittals for Surveying Services as part of the RFQ No. 12248? If so will they be submitted the same as the RFQ for Architectural and Engineering Professional Services for SBISD 2017 Bond Program? Answer #16 Yes, See Addenda No.1, replacement page (4 of 32) Question #17: As a Civil Engineer, does teaming with an Architecture firm preclude that firm from submitting as a prime for civil engineering services? Answer #17 No, see page (4 of 32) of RFQ. Question #18: As an Engineering firm that offers both civil engineering and surveying services, should two separate responses be submitted for civil services and surveying? Answer #18 Yes Question #19: Does SBISD have a preference for (a) contracting Geotechnical Engineering and/or Construction Materials Testing directly, or (b) assigning these disciplines to another firm as part of each project's design team? Or both, depending on the project? Answer #19 This is a business decision to be determined by the submitting Firm (See Addenda No.1, replacement page (4 of 32) Question #20: Please clarify the difference between question "a" and question "b" on page (10), Tab 3: Project Approach. a. Discuss your firm's/team's approach and capabilities regarding the scope of services (Type of Professional Services Required). Particularly identify any unique systems, practices, experience or techniques used by your firm. b. Discuss your firm's capability to provide needed services. Answer #20 Spring Branch ISD does not understand the question. SBISD feel (a) & (b) clearly defines the expectations of the Firm.

Question #21:	Regarding Section 3.3.0, is the obligation to strictly adhere to the Uniform Commercial Code ("UCC") only an obligation to the extent the UCC is applicable to this transaction?
Answer #21	Not Applicable
Question #22:	Is the obligation to submit to a criminal background check (Sections 3.12.0 and 3.13.0) only limited to those employees who will perform services for SBISD?
Answer #22	Yes, services would also include any person(s) providing professional services.
Question #23:	Please provide clarification on Section 3.27.0 and the language suggesting that records and accounts shall be retained "for life."
Answer #23	According to the Local Government Records Retention Schedule, any construction projects preformed under the Bond has a retention period of Life of Asset + 10 years, (i.e.; 40 to 60 years)
Question #24:	What governs the insurance requirements under the contract – Section 3.36.0 or "Insurance Requirements for Contractors" on Page 21? There are conflicts between the two (10 days' notice of cancellation vs. 30 days' notice of cancellation; additional insured and waiver of subrogation requirements for professional liability).
Answer #24	Any cancellation or change to policy will require a thirty day (30) notice to the district. The document will be changed to reflect thirty day (30) notice.
Question #25:	Which column on the "Insurance Requirements for Contractors" chart is applicable for this contract – "Professional Service Providers" or "Vendors, Contractors, Repair, Maintenance, Service"?
Answer #25	Professional Service Providers
Question #26:	In Tab 4 (d), identify 'typical consultant firms used for projects, please clarify if individual resumes are needed from the consultants proposed
Answer #26	If your company intend to use consultant firms as part of the submittal, yes a resume is needed.



Request for Qualification for Architectural and Engineering Professional Services for 2017 Bond Program Date: January 10, 2018 2:00 PM **Pre-Qualification Conference**





Request for Qualification for Architectural and Engineering Professional Services for 2017 Bond Program Date: January 10, 2018 2:00 PM **Pre-Qualification Conference**

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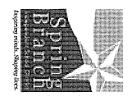
Request for Qualification for Architectural and Engineering Professional Services for 2017 Bond Program Spring Branch Independent School District

Pre-Qualification Conference

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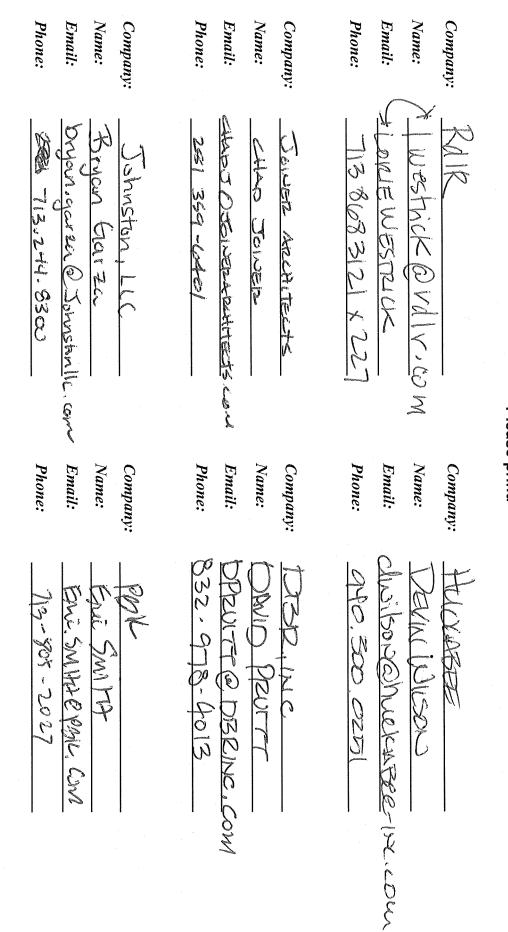


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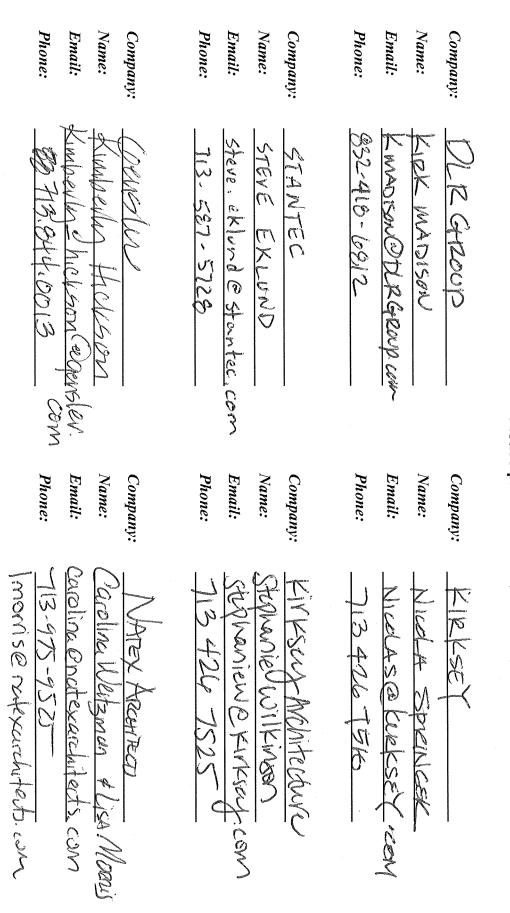
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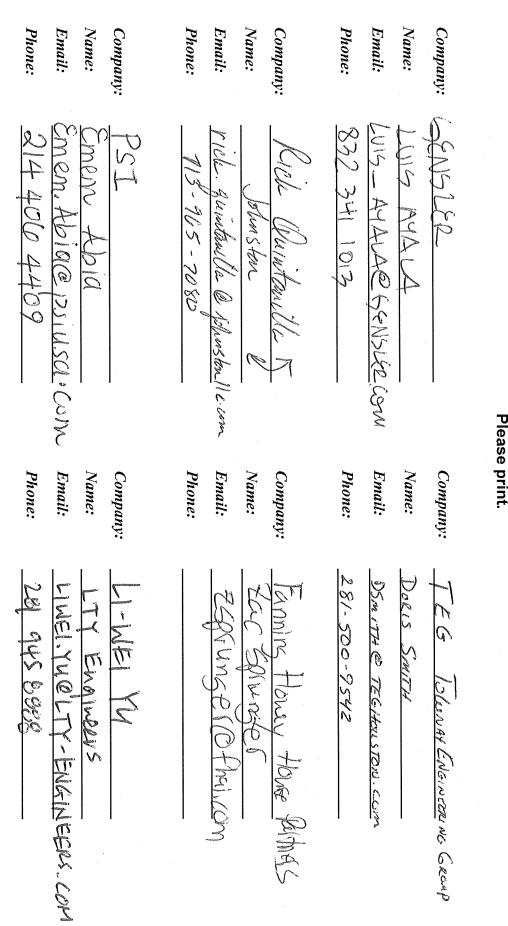
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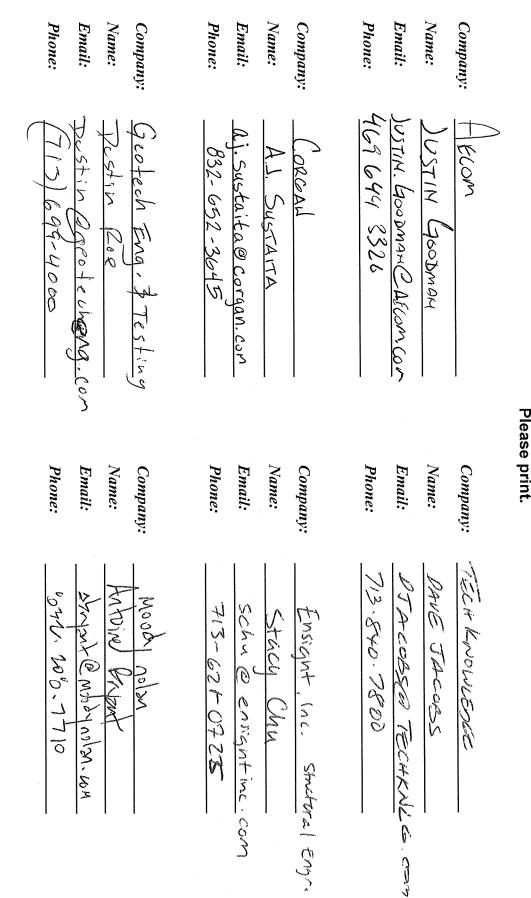
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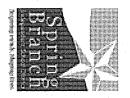




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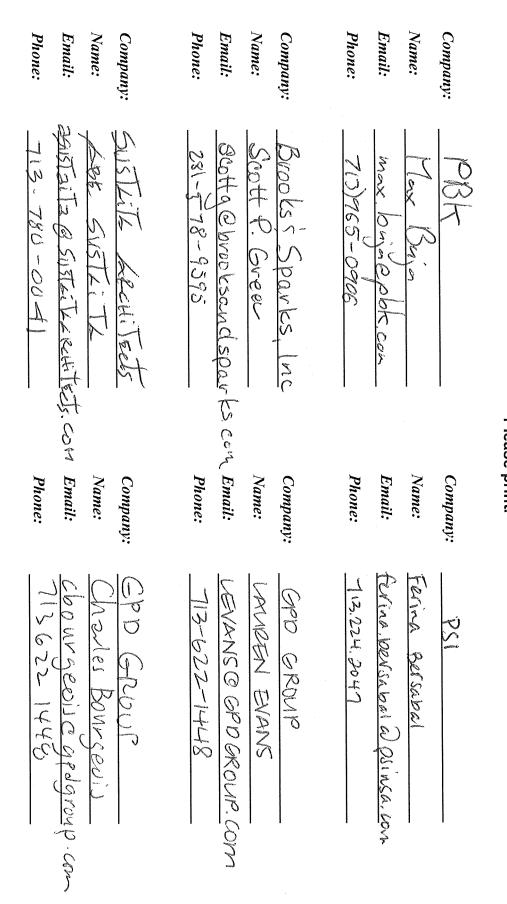
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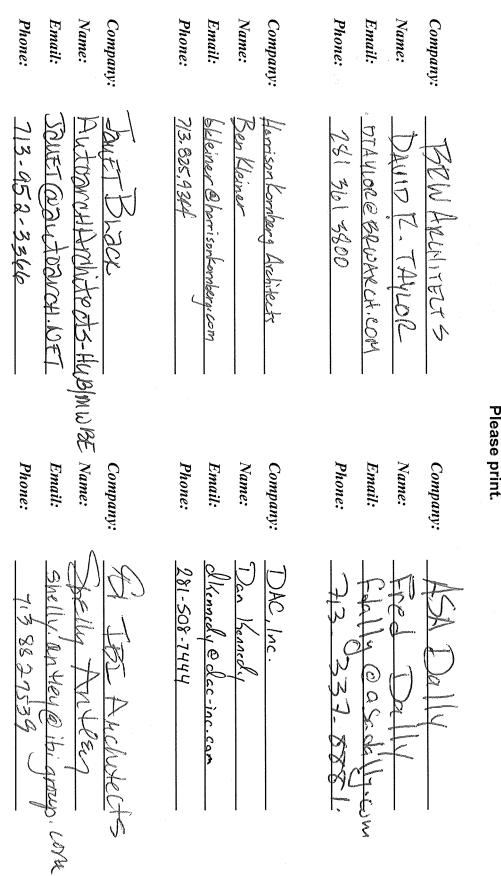
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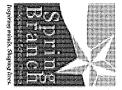
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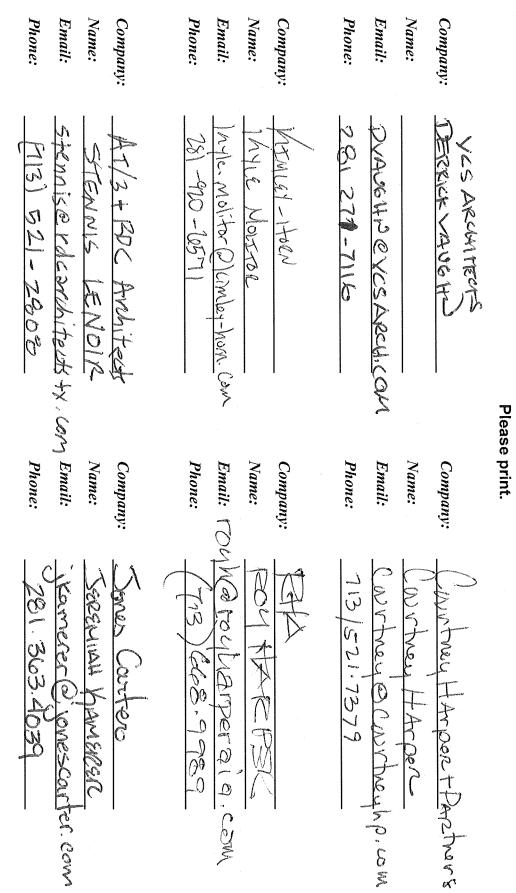
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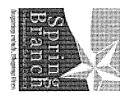




Request for Qualification for Architectural and Engineering Professional Services for 2017 Bond Program **Pre-Qualification Conference**

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Request for Qualification for Architectural and Engineering Professional Services for 2017 Bond Program Spring Branch Independent School District

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Request for Qualification for Architectural and Engineering Professional Services for 2017 Bond Program Pre-Qualification Conference

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Request for Qualification for Architectural and Engineering Professional Services for 2017 Bond Program Date: January 10, 2018 2:00 PM **Pre-Qualification Conference**

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