

March 27, 2014

TO: Firms Requesting RFQ Package

SUBJECT: AUSTIN-BERGSTROM INTERNATIONAL AIRPORT TERMINAL EXPANSION
AND IMPROVEMENTS
Solicitation Number CLMP146

CLARIFICATION NO. 1

CLARIFICATION NO. 1

This is in response to questions received that warranted clarification.

Question 1:

CONSIDERATION ITEM 1 requests a contact/commitment Confirmation Letter from each consultant as part of the M/WBE Compliance Plan. CONSIDERATION ITEM 2, FORM 1, Page 3 requests a similar letter. Although the requests appear in different places in the RFQ, they seem to reference the same letter. Please confirm if separate letters from every consultant should be attached for CONSIDERATION ITEM 1 and CONSIDERATION ITEM 2 Form 1.

Response Question 1:

The Confirmation Letter for each subconsultant listed in the compliance plan should be included with Consideration Item 1. The reference in Item 2, Form 1 is to the same letter. You do not need to attach the same letter to Item 2.

Question 2:

The only request in the RFQ for team member resumes appears to be in CONSIDERATION ITEM 4, where resumes are requested specifically for three members of the Prime Firm: Project Manager, Project Professional, and Project Principal. To confirm, does this mean the Evaluation Committee does not wish to see resumes included in our response for any additional members of the proposed team (Prime or Consultants)? If additional resumes are acceptable, under which Consideration Item should we include these in our response, and will they count against the page limitation?

Response Question 2:

Resumes are only being requested under Consideration Item 4. No other resumes are required.

Question 3:

This is a 3 part question. Please reference Evaluation Criteria, CONSIDERATION ITEM 5, page [5 of 7](#)-states:

City is interested in the prime firm's history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. The City is interested in the prime firm's history and success with the CMR project delivery method. List three (3) projects meeting these criteria which have been completed in the past five years. In addition, City may consider history of firm in complying with project programs, schedules, and budgets on previous City projects.

➤ **Provide a narrative not to exceed one (1) page. Complete Form 10 and provide no more than one (1) page per project.**

City is interested in the prime firm's expertise in design. Please submit a representative sampling in two dimensional formats of designs completed by the prime firm in the past five years. Please provide project name and basic information regarding location, date of construction, names of design team members, project scope, etc. for three projects.

➤ **Provide copies of drawings or photographs bound into the hard copy of the response and provided as a separate PDF file in the CD or flash drive. Please do not send portfolios or original work as these items cannot be returned to you.**

Question 3a:

Please clarify what is being requested in terms of "designs completed." Does the City want to see samples of SD, DD, CD deliverables (i.e. a combination of sketches, plans, renderings, photographs), etc. and/or, to see examples of *completed* projects (i.e. photographs of built work)?

Response 3a:

The intent of this request is to see both a representative sampling of the design work your firm has completed, and of projects commissioned and built.

Question 3b:

The first section asks for three projects, as does the second section. Should these be the same three projects, or six projects total?

Response 3b:

The intent of the request is to allow the prime firm the option to provide additional representative samplings of the design work the firm has completed and built; this could be additional projects not otherwise captured in Form 10.

Question 3c:

Is there a page limitation for this Consideration Item?

Response 3c:

The request for the representative sampling does not have a page limitation. There is however a page limitation that is noted in the consideration item for projects listed on Form 10.

Question 4:

CONSIDERATION ITEM 6 states in the last sentence of the first paragraph:

If more than one firm is listed for a particular Major Scope of Work, the City expects the work will be divided evenly among them.

Please clarify what is meant by “evenly among them.” Given the nature of this project, various portions of the Scope of Work will very likely require more than one consultant in such a way that it would not be feasible to divide the work literally “evenly” (50/50, into thirds, etc.) among them.

Response Question 4:

If a business case can be made for the uneven distribution of work, then it is the Prime’s responsibility to clearly delineate the differences.

Question 5:

Please confirm that it is acceptable to reformat the City Forms as long as all of the requested information is still included and is presented clearly in essentially the same way.

Response Question 5:

All Forms can be formatted to fit the font and design aesthetics of the submission. The City requires however that all information included on our forms be included on the re-formatted forms, and page limitations adhered to.

Question 6:

If we create custom tab dividers for our response and use them to show project images, will those tabs be counted toward any page limitations?

Response Question 6:

Custom tab dividers are not counted toward page limitations.

This document is for clarification purposes only. Please remember this solicitation is currently in a "No Contact" period and all inquiries should be directed to the appropriate contact persons listed in the solicitation. If you have questions regarding this process, please call me at (512) 974-7998. You may also contact Janice White, Project Manager, at (512) 530-6388 for project related questions.

Sincerely,

A handwritten signature in blue ink that reads "Steve Cocke".

Steve Cocke, Buyer II
Contract Procurement Division
Contract Management Department

cc: Edward Campos, Division Manager, CMD
Janice White, Project Manager, Aviation
Cyrenthia Ellis, Contract Relations Consultant, CMD