



City of Austin

Founded by Congress, Republic of Texas, 1839

Contract Management Department, PO Box 1088, Austin, Texas 78767 Telephone 512/974-7181 Fax 512/974-7297

June 16, 2014

TO: Firms Requesting RFQ Package

SUBJECT: 2015 ABIA General Architectural & Engineering Services
Solicitation Number CLMP157

CLARIFICATION NO. 1

This is in response to questions received that warranted clarification.

Question 1:

We note that for architectural projects, the Project Manager or Project Professional must be LEED AP accredited. Additionally, we are aware that some of the projects assigned to any of the three selected consultants might involve architectural design. Does this imply that the single designated Project Manager or Project Professional must be LEED certified?

Response Question 1:

In response to this question, Addendum 1 was issued which removed the LEED AP requirement for the Project Manager or Project Professional. Please reference Addendum 1.

Question 2:

We understand that the Project Manager or Project Professional for architectural assignments must be LEED AP accredited. Can that individual be someone other than the single designated Project Manager or Project Professional, i.e., can we support that requirement with another architect on the team?

Response Question 2:

See Addendum 1 issued June 13, 2014

Question 3:

At the conclusion of the RFQ Scope of Services there are four "Notes" The first two relate to potential conflicts of interest for the Prime firm and/or Subconsultant. The first note states an examination for conflicts of interest will be conducted. The response in

the meeting was that this will occur when a task assignment is made. The second note states that the Owner may wish “to remove/replace the prime....or subconsultant” if a conflict of interest does actually exist. Since this remedy does not current exist in the standard Professional Services Agreement, is the City adding this language to the Professional Services Agreement? Or is this language related to the RFQ selection process only?

Response 3:

This language is standard language regarding conflicts of interest that may arise on any assignment or project that is let by the City of Austin. The City will review all assignments on a case-by-case basis to ensure that there are no conflicts of interest. If there should be a conflict with a prime firm or subconsultant, the City will exercise its right to not assign the work to that impacted Prime firm. This process is part of our established procedures for rotation lists.

Question 4:

Since the City has three separate rotation list agreements to select from for each task assignment cannot the City avoid apparent conflicts of interest in the task assignment process?

Response 4:

Given the number of assignments at any given time that the city is managing, the conflict of interest that may exist may not be known until a new project or assignment is made.

Question 5:

RFQ Response Forms: Please confirm the answer that was given during the Pre-Response Meeting held on June 11, 2014 related to the City’s RFQ Forms:

Section I. Preparation of Response states “*Enclosed are the RFQ response forms which are to be completed and returned as part of your firm’s response. Please use the enclosed current forms and organize your response in the order in which the forms are presented in the Table of Contents.....*”

The response given was “*The information on the form is critical i.e. no changes can be made to the required information requested, BUT the layout of the form could be modified to include: footers, headers, project pictures, relative charts, graphs, logos, etc.*”

Response Question 5:

Confirmed. As long as the firm provides the information being requested, the forms can be modified in format to reflect the needs of the firm; however the firm must address and maintain all requested information areas that the City of Austin is requesting.

Question 6:

Cover Letter: there is no reference to a cover letter in the RFQ – can we submit a cover letter and is there a page limit for the cover letter?

Response Question 6:

Yes, firms may provide a cover letter and there is no page limitation, however the information provided in the Cover Letter will not be evaluated and extraneous information will not be considered.

Question 7:

Consideration Item 6: (page 4 of 6) Regarding Major Scopes of Work - FORM 11. The RFQ reads: *“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.”*

We would like clarification on this sentence and the City of Austin/Division of Aviation’s intent with respect to the division of work within the Major Scopes of Work categories. For example, if Prime lists another firm’s project along with the Prime firm’s project(s) under *Architectural Services*, does the City expect Prime to divide the work relative to the number of projects provided. To further clarify, if the Prime includes two subconsultant projects along with the Prime Firm’s project out of three possible, would the subconsultant be expected to receive 66% of the work and the Prime Firm to receive 33% of the work?

Response Question 7:

The language in Consideration Item 6 is clear. If a multiple firms are listed under a Major Scope of Work, then the work for that scope must be divided evenly among the firms listed.

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

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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 Robert Hengst, Project Manager, at (512) 530-6604 for project related questions.

Sincerely,



Steve Cocke, Buyer II
Contract Procurement Division
Contract Management Department

cc: Edward Campos, Division Manager, CMD
Robert Hengst, Project Manager, Aviation

