



City of Austin

Founded by Congress, Republic of Texas, 1839

Capital Contracting Office, PO Box 1088, Austin, Texas 78767 Telephone 512/974-7181 Fax 512/974-7297

July 7, 2016

To: Consultants Requesting RFQ Package

Subject: Request for Statements of Qualifications (RFQ) for providing Urban Design Services:
Congress Avenue Streetscape Improvements-Urban Design Initiative
Solicitation Number: CLMP199 – **Clarification No. 3**

This Clarification No. 3 is in response to questions received which warranted a clarification.

Clarification:

Question 1: “How do you specifically define plurality? Please confirm that when you say ‘plurality of the work’ you do not mean majority (51%) of the work.”

Response: Please reference, Evaluation Criteria, paragraph 1, page 1 of 6. “The prime firm shall perform the largest share of the assignment (on an estimated percentage of total agreement basis).” It does not necessarily mean 51% of the work.

Question 2: “What data from the required tasks needs to be incorporated into the LIDAR survey?”

Response: The Public Works survey, which includes the LIDAR data from SAM, will be provided (in CAD format) for consultant’s use. Consultant should update surface element data and incorporate other engineering information into the survey file.

Question 3: “Do required cost estimates include utilities or just surface improvements?”

Response: Consultant’s recommended scope of improvements for a complete street design should include utility costs.

Question 4: “What does financial modeling and analysis include?”

Response: The implementation strategy should include innovative funding approaches for improvements and management. Financial analysis and modelling are required to support these recommendations.

Question 5: “We understand that there will be one bound original copy of the RFQ response turned in (but that it will also be submitted digitally, and will be reviewed digitally. Assuming this is correct, the question arises as to whether the signatures from the prime need to be originals in the bound submittal and, if so, do the signatures from sub-consultants also need to be originals there?”

Response: Prime signatures in the bound submittal should be original, but sub-consultant signatures may be copies.

Question 6: “Since reviewing is going to be done digitally, i.e. on iphones, ipads, tablets and computer screens, it may be better for our submittal to be formatted horizontally, i.e. 11X8.5, which more closely approximates the proportions of computer screens. The question is will they allow a horizontal format?”

Response: Horizontal format would be acceptable.

Question 7: “May we include links in our electronic submittal to additional materials we would like for them to see? We are not saying we should do this, just that we would like to know whether we could do it if we chose to.”

Response: No additional material should be included in each respective consideration item unless directly requested by the City.

Question 8: “We understand that a minority or woman-owned prime may count their MWB participation toward the goals. However, if a JV includes an MWB firm, what percentage of the participation counts toward the goals?”

Response: Please reference section IV (E) of the SMBR compliance plan document, page 4. “When an MBE/WBE performs as a participant in a certified Joint Venture, only the portion of the contract value that is the result of the distinct, clearly defined portion of the work that the MBE/WBE performs with its own forces and for which it is at risk shall be counted towards the project goals.” If you have questions or need additional information, please contact SMBR.

Question 9: “Item 4: Project Manager, Project Professional, and Project Principal
Are we allowed to co-prime? If so, can these three members be from both Firm A and Firm B or must they all be from the same firm?”

Response: Firms are permitted to submit as a Joint Venture (JV). If a JV submits as a prime then the key personnel could be from either firm in the JV.

Question 10: “Item 5: Prime Firm’s Comparable Project Experience
If we are allowed to co-prime, may the three projects be a combination of Firm A and Firm B’s work (1 from one firm and 2 from the other firm)?”

Response: If a JV submits as a prime then the projects should include three projects from each JV partner. Projects where the JV partners worked together may also be included.

Question 11: “Item 8: City of Austin’s Experience with Prime Firm
If we are allowed to co-prime, then SWA has a score with the City of Austin whereas Utile does not. How will our points be assessed in regards to this?”

Response: For Item 8, if a JV submits, we would look to see if the JV has a PM score based on past work with the City. If the JV has not done work for the city, then we would use an average for all major scopes of work just as we would for any firm who has not done work for the city.

Question 12: “Finally, must the Project Manager, Professional and Principal be licensed in the state of Texas? Our understanding is that Texas licensure is not a requirement for any of these three team members since the project deliverables do not require sealed drawings.”

Response: Neither of the key personnel are required to be licensed in the state of Texas. The only licensure requirement on this project is related to the Mobility Plan and Traffic Analysis. See Addendum 1 for more information.

Question 13: May consulting firms form a joint venture to submit a proposal for this project?

Response: You may submit a response to the RFQ as a joint venture. A JV is a separate legal entity and therefore the Project Manager, Project Professional and Project Principal would all be “employed” by that firm or entity. If a JV were to be awarded the contract, the JV must show proof of legal entity status prior to contract execution.

Only individual firms or lawfully formed formal business organizations may apply, unless, if Offeror does not meet the foregoing criteria, Offeror states in writing to OWNER that, if awarded the contract, it will form a formal business organization in a timely manner so as not to delay the Project. Any associations will be disqualified (this does not preclude Offerors from having subcontractors/subconsultants). OWNER will contract only with individual firms or formal organizations such as a) joint ventures, b) limited liability corporations, c) partnerships, or d) corporations authorized to do business in the State of Texas.

Limitations on volume of requested information apply equally to single firms and joint venture offerors regardless of the number of firms partnering in the joint venture.

Question 14: How will our newly formed Joint Venture be scored?

Response: For JV firms that have worked together in the past as a JV on projects of similar scope as identified in the RFQ, then the JV will be scored as one entity. If the members of the JV have not worked together on projects of similar scope as identified in the RFQ, then the individual firms of the joint venture are scored separately on the evaluation factors.

Their individual scores are then combined based on the proportion of control that each firm has in the joint venture. JV partner should submit experience information for each separate JV entity, for example, Consideration Item #5, we should receive list of projects showing experience for all JV partners.

In addition, all JV partners must submit Forms 1 – 6 separately.

This document is for clarification purposes only. Please remember this solicitation is currently in a “No Contact” period and all inquiries must 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 David Taylor at (512) 974-7132 for project related questions.

Sincerely,

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

Steve Cocke, Buyer II
Capital Contracting Office
Contract Procurement Division

cc: David Taylor, Project Manager, Public Works
Tamela Saldana, Division Manager, SMBR
Garrett Cox, Contract Procurement Supervisor, CCO

