

**Questions submitted for the Professional Consultant Engineering Design
and Project Management Services**

1. **Can you elaborate on your evaluation criteria? Can you provide more detail on what aspects of the SOQ will be evaluated for each category?**

The evaluation criteria includes:

Qualifications and Relative Experience (40%)

List the company's qualifications, years in business, and what projects have been completed as similar to the Austin Highway/lower Broadway Improvement Project

Team Composition (30%)

We are requesting contact information and biography of staff to include certifications and experience.

Responsiveness to RFQ (15%)

Is the RFQ packet complete and has met all requirements as mandated by State law, meeting the needs of the City of Alamo Heights?

Previous Project Performance (15%)

List the similar projects the business has completed, engaged in or in progress to include timeframes and any challenges you have overcome.

2. **More specifically, under which category(s) will “understanding the scope of work” and “familiarity” be evaluated?**

Understanding the scope of work and familiarity will be evaluated under the following categories: 1) Qualifications and Relative Experience & 2) Previous Project Performance.

3. **With regard to references, do you want “letters of reference” (Attachment 4) in addition to the reference information requested in 8. References or are they one in the same?**

Attachment 4 titled as Letters of References will include information requested on Section III 8. References – contact information of three former or current clients who have, within the last five years, contracted with the Proposer for services similar to those described in this RFQ. Submit references as Attachment 4.

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4. **Regarding this project posted on your web site, will the city of Alamo Heights let the project out for bids once design is complete? How long will design take, and is there a target start date?**

TXDOT has not provided the information related to the design of the project and will not be available as it is a work in progress for which consultant is awarded on this project.

With regards to the start date, it will be determined and based upon the length of contract negotiations but we are aiming for no later than the beginning of 2nd quarter 2021.

5. **The RFQ talks about a Conceptual Schematic. Would it be possible to get a copy of this schematic?**

According to TxDOT these designs are roughly 10% complete.

6. **To clarify, since the parts listed in Section 3 differ from the table on form 2, what format should we follow for the table of contents?**

Under Section III identifies what expectations and information the City of Alamo Heights is requesting; however, submittal of the forms are to be included in the checklist.

7. **Since Form 2 does not include all the parts listed in Section 3, will you allow a table of contents at the very beginning that include both?**

Yes, that would be fine to include 2 separate table of contents that includes the RFQ's and yours.

8. **Please confirm the "Cover Letter", as listed under Section III, will be submitted in addition to "Form 1 Submittal Cover".**

The cover letter mentioned in Section III is different from what is labeled as Form 1 Submittal Cover. Note that Forms 1 – 5 are required. Form 2 also lists other items to be submitted which are described in Section III. If there is additional information, you'd like to add, you may do so.

9. **Please confirm items 3-8, listed under Section III of the SOQ, will be submitted in addition to the information requested on "Form 3-Consultant's Qualification Statement".**

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Item Nos 3-8 listed under Section III within the SOQ is information that should be included on Form 3 – Consultant’s Qualification Statement. If there is additional information you’d like to add, you may do so.

10. Please confirm there are no page limitations for sections 3- 8, as listed under Section III of the SOQ.

No, there are no page limitations to submit within the Request for Qualification (RFQ).

11. Please clarify where items 3-8 should be organized into our response, as they do not seem to follow “Form 2 Submittal Checklist”.

Item 3 “Team Capability” should be included within Form 3 (Checklist) under 2 Experience

Item 4 “Key Personnel/Qualification of Staff should be included within Job Descriptions as Attachment 2 outlined in Checklist.

Item 5 “Quality of Similar Projects” should be included in Form 3, under 2.6 titled Complete and attach RELEVANT EXPERIENCE LIST.

Item 6 “Understanding the Scope of Work” should be included in Form 3 under 2.8 Principal to be in charge of this project: List, education, registration and experience and/or 2.9 Architect/Engineer to be in charge of this project as Project Manager under Education, registration, and experience.

Item 7 “Familiarity” should be included in Form 3, under 2.6 RELEVANT EXPERIENCE LIST.

12. Please clarify if the “Organizational Chart” should be identified as “Attachment 3”, per the “Submittal Checklist”; or as “Attachment 1.8”, per item 1.8 of “Form 3”.

The organizational chart should be submitted within Form 2 as Attachment 3.

13. Please clarify whether a list of 3 references, as listed under Section III item 8 of the SOQ, is required or 3 “Letters of Reference” as listed under “Form 2 Submittal Checklist”.

Attachment 4 is titled as Letters of References and will include information requested on Section III 8. References – contact information of three former or current clients who have, within the last five years, contracted with the Proposer

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for servers similar to those described in this RFQ. Submit references as Attachment 4.

- 14. Please clarify the format/outline for the SOQ requirements. Section III instructs respondents to follow the format in Section III, but this differs from the format outlined in Form 2 Submittal Checklist and Table of Contents. For example, where should section III items 3. Team Capability, 4. Key Personnel/Qualification of Staff, 5. Quality of Similar Projects, 6. Understanding the Scope of Work, 7. Familiarity, and 8. References be placed in relation to the items in Form 2?**

Item 3 “Team Capability” should be included within Form 3 (Checklist) under 2 Experience

Item 4 “Key Personnel/Qualification of Staff should be included within Job Descriptions as Attachment 2 outlined in Checklist.

Item 5 “Quality of Similar Projects” should be included in Form 3, under 2.6 titled Complete and attach RELEVANT EXPERIENCE LIST.

Item 6 “Understanding the Scope of Work” should be included in Form 3 under 2.8 Principal to be in charge of this project: List, education, registration and experience and/or 2.9 Architect/Engineer to be in charge of this project as Project Manager under Education, registration, and experience.

Item 7 “Familiarity” should be included in Form 3, under 2.6 RELEVANT EXPERIENCE LIST.

Item 8 “References” should be included as Attachment 4 titled Letters of Reference, solely references. Specifics are listed under Item 8.

- 15. Form 3, section 2.6 states to complete and attach a Relevant Experience List. What information about our relevant experience would you like to see here? Will a list of project names and locations suffice or are we to submit project sheets?**

Item 5 “Quality of Similar Projects” should be included in Form 3, under 2.6 titled Complete and attach RELEVANT EXPERIENCE LIST.

Section 7 “Familiarity” should be included in Form 3, under 2.6 RELEVANT EXPERIENCE LIST.

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Project names and locations are not suffice, please submit information that will expand on your projects.

16. **Form 3, section 3 requests a financial statement. Is this to be included as part of Form 3 or a separate attachment like the proof of insurance, resumes, org chart, and letters of reference listed in Form 2 checklist.**

Financial Statement is identified within Form 3 as 3.1 Financial Statement, please attach behind Form 3, as it is the last item within the Consultant's Qualification Statement.

17. **Assuming that Overland Architects is going to be engaged in the process through the design and construction phases, so there is no need to include a supplemental landscape architectural firm as part of the process, is that correct?**

Yes, that is correct.

18. **LJA is the engineer and is going to be the engineer of record that will sign and seal all phases of the process so that will not be the proposer's responsibility to be the engineer of the record for any component during any part of the project and acting as the owner's representative on behalf of the City and acting as a liaison, is that correct?**

That is 98% correct. There may be an occasion for subsequent engineering design as part of this. The vast majority will be LJA.

19. **Does the City has an executed funding agreement with TxDOT that outlines rules and responsibilities in which we understood currently?**

Not that this moment, but we are working on it to get executed.

The advance funding agreement will happen during the first quarter as it is one of the first things to do. It is a turnback project. Broadway will be owned by the City and TxDOT will retain ownership of Austin Highway. Those are the project boundaries and the City may look to move a bit north near the intersection. When the City of San Antonio's plan comes together, so does the City of Alamo Heights. Currently, we have 3 lanes of traffic that starts south and northbound around Ogden Lane, in front of Cambridge Elementary, which that's a quarter mile up from Austin Highway and Broadway. The 3 lanes continue downtown. There may be a small piece there is three lanes each

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direction. There could be a little overflow from this and will be the City's and not on TxDOT. Their project scope will not exceed past TxDOT's properties.

20. **There was a mention of a water and sewer replacement, as well, is that City water/sewer or SAWS, is there going to be a joint bid water sewer or will that done before the TxDOT project?**

The City of Alamo Heights owns their water and sewer system. SAWS does have a line that the City dumps into. SAWS and CPS Energy will be involved. TxDOT has asked us if we would like to do a joint bid and obviously, it makes sense for the City to do so. Landscaping will most likely not be in the bid as the City is responsible for that and there is no funding mechanism within the total cost of project \$31,500,000. The San Antonio River Authority's (SARA) amount of \$1,300,500 is the only portion that SARA has put in for low impact development (LID) landscaping.

21. **Page 6 Section III has a number of lists of the sections that you are wanting in the proposal. Is that the exact order, you want to submit the content in? There is also a checklist and a form, too and the submittal needs to be identified in the checklist.**

Form 2 Submittal Checklist will be your guide. Section III provides more in depth on what the City is seeking for.

Cover letter outlined in Section III will be separate from the Form 1 (Submittal Cover/Signature Sheet).

Form 2 will be Table of Contents. Form 2 (Submittal Checklist and Table of Contents) has specific information on how items will be listed.

Item 3 "Team Capability" should be included within Form 3 (Consultant's Qualification Statement) under 2 Experience.

Item 4 "Key Personnel/Qualification of Staff" should be included within Job Descriptions as Attachment 2 outlined in Form 2 (Checklist).

Item 5 "Quality of Similar Projects" should be included in Form 3, under 2.6 titled "Complete and attach RELEVANT EXPERIENCE LIST".

Item 6 "Understanding the Scope of Work" should be included in Form 3 under 2.8 Principal to be in charge of this project: List, education, registration and

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experience and/or 2.9 Architect/Engineer to be in charge of this project as Project Manager under Education, registration, and experience.

Item 7 “Familiarity” should be included in Form 3, under 2.6 RELEVANT EXPERIENCE LIST

Item 8 “References” should be included in Attachment 4 labeled Letters of Reference following Section III 8 requested information list of references.

Item 9 “Insurance” will be labeled as Attachment 1.

Organizational Chart should be submitted within Form 2 as Attachment 3.

22. Do you require letters of recommendation from our references, or just references’ information?

Attachment 4 is titled as Letters of References and will include information requested on Section III 8. References – contact information of three former or current clients who have, within the last five years, contracted with the Proposer for services similar to those described in this RFQ. Submit references as Attachment 4.

23. Do you have any page limits or guidance on how many pages you may submit?

No, there are no limits on the packet submittal.

24. May we hand deliver the packet?

Yes, you may hand deliver your packet. Contact Jennifer Reyna at 210-753-7348 to ensure delivery will be received.

If you’d like to hand deliver, go to the rear entrance of City Hall from Broadway. There is a buzzer on the door and a Dispatcher will answer. The best way is to contact Jennifer Reyna on her cell and schedule a time.

25. Is there a particular form, References, needs to be on?

No. References will be labeled as Attachment 4 as outlined in Form 2.

26. Under Section III, since we are following that, there is no call of action for Items 11, 12, and 13, do we leave those blank or need a tab for those sections?

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Under Item 10 Additional Data, please add any data that the company would like to share or highlight as Attachment 5 (new).

Item 11 Addendum Acknowledgement, please add, if applicable, included in Attachment 5 (new).

Item 12 Interviews and 13 Negotiation Process informs you of the next steps of the process.

27. Where do you include the Addendum Acknowledgement?

You may label the addendum agenda as Attachment 5 (new), if applicable.

28. Where would you attach the financial statement, is that attached separately?

Financial Statement is identified within Form 3 as 3.1 Financial Statement, please attach behind Form 3, as it is the last item within the Consultant's Qualification Statement.

29. In Form 3, there is a reference of Relevant experience, what is that referring to?

Within Item 3 under "Quality of Similar Projects" provides details. We are seeking the proposer's capability to meet aggressive schedules and deadlines; quality of similar previous projects and their capability to complete similar plans without having major cost escalations or overruns. Provide us at least five project descriptions and references from previous projects.

30. Under Section 2.11 Other, Architects, Engineers, or para-professionals engineers, If there are any geotechnical scope, are you operating from a pool that you are pulling from, that it will be a separate procurement process that you have done in the past that has been already established or are you expecting a specific geotech on this particular project that the proposer would need to be listing a firm as their sub in this particular category.

Most of the engineering components will be done by TxDOT's engineers, this is more of a liaison/owner's representation. There may be technical drawings, we may need. More than likely, they would not go into that depth of scope.

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- 31. Clarify under Form 3 and sections that were are covering. Do you want us to break Form 3 or attached to the end of the Form in the order?**

Please attach the forms behind Form 3 and if they are attached, label them respectively.

- 32. Does the extent of services you expect, during design and construction phase, do you want the selective firm to stay on during the construction phase?**

Yes, we would like the firm to stay on until the project is complete. It is anticipated there is quite of work in the beginning. Services are needed until job completion. For example, if it is 3 years before the project breaks ground and 15 months of construction, a conservative timing is 60 months for job completion.

There are portions within timeframes there will not be constant work, conversations or assistance needed from the engineer because some of it is in progress. Perhaps, towards the latter end of the construction phase, if an issue comes up or when a change order is needed. Reporting out on the field on a daily basis is not expected. Direction and communication are needed throughout the whole project.

- 33. Would you consider revising the checklist to include the additional information accordingly? For example, adding as listed attachments- “Team Capability”, “Key Personnel”, “Quality of Similar Projects”, “Understanding the Scope” and “Familiarity”?**

No, the checklist will not be revised.

- 34. Please clarify where you would like for us to include the organizational chart. In the Form 2 Checklist, the organizational chart is required to be provided as Attachment 3. However, in Form 3, the organizational chart is required to be attached to this form per section 1.8.**

Organizational Chart should be within Form 2 as Attachment 3.

- 35. As we are following Form 2 as a guide for the table of contents, after what form/sections do we include Attachment 4: Letters of Reference**

No particular form. Item 8 “References” should be included as Attachment 4 labeled Letters of Reference providing information as requested in Item 8.

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- 36. As we are following Form 2 as a guide for the table on contents, after what form/section do we include Additional Data from Section 3, line items 10?**

Include Additional Data as Attachment 5 (new), if applicable.

- 37. Will you be providing us with new form to use for the Addenda Acknowledgement (Attachment 5?) If so, under what form will this be included under?**

No, a new form will not be provided since it is for Item 10 Additional Data, which is at your discretion.

- 38. Regarding the letter from our insurance provider (as requested on page 10 out of 17 in the RFQ on Form 2), what do you want to be included in this letter? Do we need to include any specific language to confirm our insurance coverage?**

Item 9 Insurance – The Proposer/firm and their sureties shall indemnify and save harmless the City and all its officials, agents, and their employees from all suits, actions or claims of any character, name and description brought for, or on account of any injuries or damages received or sustained by any person or persons or property, by or from said Respondent or his employees or by or in consequences of any negligence in safeguarding the work or by or in consequence of any negligence recovered under the Worker’s Compensation Laws or any other law, ordinance, order or decree. Prior to contract execution, as further and additional evidence of such indemnification, each Proposer/Firm shall furnish Certificates of Insurance providing that their interest are adequately covered, and policies must be endorsed to Waive Subrogation rights and naming the City of Alamo Heights as “additional insured” and have Cancellation Provisions extended to thirty (30) days in writing.