



RFQ-2024-DS01

RESPONSE TO QUESTIONS

CITY CONTACT

Jorge Hernandez
City Engineer

Phone: 512-746-4593

Email: j.hernandez@cityofjarrell.com

- ***The RFQ states the Firm may not assign or subcontract any of its rights, duties, or obligations under the agreement without the written consent of the City – can you confirm whether or not we can propose subcontractors in our SOQ?***
 - ***Answer: Yes, you can propose subcontractors in your SOQ. However, any actual assignment or subcontracting of work will require the written consent of the City once the agreement is in place.***
- ***In the Experience section of the RFQ it states to list no more than 5 project examples – is this 5 projects per scope of work or 5 projects overall?***
 - ***Answer: The RFQ specifies that you should list no more than 5 project examples overall, not per scope of work.***
- ***For the 5 projects shown in the experience section it states they must have been completed in the last 5 years – is this design or construction?***
 - ***Answer: The 5 projects must have been completed in the last 5 years. This applies to both design and construction projects.***
- ***If the Experience section is limited to 5 projects overall, are we allowed to show projects in the Qualifications section to demonstrate the competence of the project manager/project staff?***
 - ***Answer: Yes, you are allowed to show additional projects in the Qualifications section to demonstrate the competence of the project manager and project staff. The Experience section is limited to 5 projects, but the Qualifications section can be used to provide further evidence of relevant experience and expertise.***
- ***Does the City of Jarrell have a preferred Font, Font Size and Page Margins to be used for the SOQ?***
 - ***Answer: The RFQ documents from the City of Jarrell do not specify a preferred font, font size, or page margins for the SOQ submissions. It is advisable to use a professional and readable font (such as Times New Roman or Arial) in a standard size (such as 11 or 12 points) with standard page margins (typically 1 inch on all sides).***
- ***We noticed no mention of DBE, HUB or S/M/WBE requirements. Will Task Orders require prime consultants to meet these goals? If so, can these goals be met by the Prime?***
 - ***Answer: The RFQ documents from the City of Jarrell do not mention any specific requirements for Disadvantaged Business Enterprise (DBE), Historically Underutilized Business (HUB), or Small/Minority/Women Business Enterprise (S/M/WBE) participation. It is not explicitly stated that Task Orders will require prime consultants to meet these goals. However, it is common for public projects to encourage or require participation from these types of enterprises to promote diversity and inclusion.***
- ***Is the project manager overseeing the categories required to be a licensed engineer?***
 - ***Answer: The requirement states that a "Licensed Engineer certified in the State of Texas in good standing with no debarments or discipline actions, assigned to project team." This requirement applies specifically to engineering categories. If you are submitting on non-engineering categories, the project manager overseeing those categories does not necessarily need to be a licensed engineer. However, it is essential that any engineering-related tasks have oversight by a licensed engineer as required by the RFQ.***

- **Can we show an ongoing project that is not complete in the "Experience" section?**
 - **Answer: The RFQ specifies that projects listed in the "Experience" section must have been completed within the last five (5) years. Therefore, ongoing projects that are not yet complete would not meet this requirement. However, you may list ongoing projects in resumes in order to show competence.**
- **Can we include subconsultants in our firm's SOQ?**
 - **Answer: Yes, you can include subconsultants in your firm's SOQ. For example, in the "Easement and ROW Acquisition" category, you can include subconsultants such as appraisers. Ensure that you clearly identify the roles and qualifications of these subconsultants within your submission.**
- **Are "Buildings" and "Mechanical/Electrical/Structural – Building" meant to be separate categories, or can we apply as one design team for both?**
 - **Answer: Based on the RFQ documents, "Buildings" and "Mechanical/Electrical/Structural – Building" appear to be distinct categories. However, if your firm has the capability to cover both categories comprehensively as one design team, it is advisable to clearly indicate this in your submission. Ensure you address all relevant requirements and demonstrate your team's qualifications for both categories.**
- **Can we include any 11x17 pages in the SOQ?**
 - **Answer: 11x17's can be used for exhibits only. No content based information can be shown on the 11x17.**
- **For the "Plating and Replating" scope – is this more survey related, development review related, or both? The description mentioned preparation (seems as though this could be surveying related) and approval (seems as though this could be related to reviewing/approving plats and replats that are submitted to the City).**
 - **Answer: The "Plating and Replating" scope includes both survey-related tasks (preparation) and development review-related tasks (approval). Firms submitting for this scope should demonstrate their capabilities in both areas, or they may choose to partner with subconsultants to cover the required expertise.**
- **Please confirm each "sub-category," as mentioned on page 9, under the Experience bullet?**
 - **Answer: The "sub-category" refers to specific areas of expertise or types of projects within the broader field of professional services. Please refer to the RFQ document for detailed definitions and examples of each sub-category.**
- **In addition, are these the same as the "Major Category(ies)" as mentioned on page 15 under Selection and Award Process?**
 - **Answer: Yes, the "sub-category" and the "Major Category(ies)" refer to the same classifications of professional services as described in the RFQ. These categories encompass the various disciplines and scopes of work for which the City seeks qualified firms.**
- **SOQ is limited to 20 pages. Will you accept an SOQ for each Category (as defined in Item 1 above)?**
 - **Answer: Yes, the City will accept separate SOQs for each Category. Each submission should adhere to the 20-page limit and be specific to the respective category.**

- **Are you accepting submissions only from Arch/Engineering firms, or are you also accepting submissions from Landscapers, MEP, Geotech, etc.?**
 - **Answer: The City is accepting submissions from all professional service firms, including but not limited to Architecture/Engineering, Landscaping, MEP (Mechanical, Electrical, Plumbing), Geotechnical, and others as defined in the RFQ.**
- **If yes to the first, do we include consultants in our submission(s), or is the City self-contracting for these services? i.e., Landscape, MEP, Geotech, etc.?**
 - **Answer: You may include consultants in your submission(s). The City is open to receiving comprehensive SOQs that include subconsultants to cover the full range of required services. However, any assignment or subcontracting will require the written consent of the City.**
- **The Anticipated Schedule of Important Dates is missing the dates on page 10.**
 - **Answer: Anticipated Schedule of Important Dates, some stated at the cover sheet**
 - **Release Date: May 20, 2024**
 - **Deadline for questions and Inquiries: Jun 4, 2024**
 - **City's Response to Questions: Jun 7, 2024**
 - **Submission Deadline: Jul 8, 2024**
- **Are Exhibits A and B the only required Exhibits in the submission? If Item 2 above is yes, do we include these for each SOQ?**
 - **Answer: Yes, Exhibits A and B are required for the submission. If submitting multiple SOQs for different categories, include these exhibits in each submission to ensure completeness and compliance with the RFQ requirements.**