



## COUNTY OF BEXAR

### PUBLIC WORKS DEPARTMENT

233 N. Pecos La Trinidad, Suite 420  
San Antonio, Texas 78207-3188  
Main 210-335-7066

September 11, 2017

**Re: Addendum No. 1 for Bulverde Rd Phase IV CMI**

To Whom It May Concern:

Bexar County Public Works is providing an addendum and responding to the written questions received on its Request for Statement of Qualifications for Construction Management and Inspection Services for Bulverde Road Phase IV – Marshall Road to Wilderness Oak. Consultant SOQs must be submitted by interested candidates no later than 4:00 pm on Friday, September 22, 2017.

Note that substantive deficiencies in vital areas could result in non-selection of a firm.

#### 1) Responses to Written Questions

**Is the "Record Drawing" to be created by the contractor/design team?** Yes.

**Is the Construction Manager only responsible for noting and reporting all modifications to the creator of the "Record Drawing"?** Yes.

**Is the actual material testing to be provided by a member of the MC/CI team as a basic service?**  
Yes. Please provide a CMT component to the team to be dispatched for construction inspections as needed at the discretion of the Construction Manager.

**Please clarify if the statement "On each copy, the provider shall print or type his/her name and manually sign the SOQ." refers to the required section 3.7 Certification. If not, where in the SOQ should this information and signature be included?** This refers to the Certification as well as the Letter of Transmittal, or any other page the submitter deems appropriate to utilize a signature. All signatures should be original.

**Section 3.6 Certification. Is this referring to the certification included in the RFQ under "3.7 Certification" and the section number is simply indicated incorrectly?** Yes, it is corrected in this Addendum #1.

**Is the required "Professional Engineer" required to be of a specific discipline to qualify?** This is left to the discretion of the proposer, however it would be advisable for the proposed Professional Engineer to be a Civil Engineer, or closely related discipline.

**On page 9, is there a minimum or maximum number of relevant projects that should be listed?** No.

**Could you please clarify the requirement for signatures? My understanding is that all 5 SOQs should have an original signature on the final page, with a notary on each one. Is that correct?** Yes, however the certification is not required to be on the final page of the SOQ.

**2) Revisions to the RFQ**

Page 6 of the RFQ should be replaced by the revised page 6 included in addendum #1

Hopefully, these responses to the questions submitted by the consultants will assist you in the preparation of your Statement of Qualifications.

Respectfully,

A handwritten signature in blue ink, appearing to read "D.R. Wegmann", with a horizontal line extending to the right.

David R. Wegmann, PE  
Engineering Services Manager

## **2 STATEMENT OF QUALIFICATIONS (SOQ) SUBMITTAL**

- 2.1 NUMBER OF COPIES OF THE SOQ NEEDED:** The provider shall provide five (5) copies of the SOQ and one (1) PDF version on a CD or data storage device (e.g., USB flash drive) of the SOQ submittal; no other distribution of the SOQ will be made by the service provider. *On each copy, the provider shall print or type his/her name and manually sign the SOQ.*
- 2.2 STATEMENT OF QUALIFICATIONS FORMAT:** The originals must be submitted in bound volumes on standard 8 ½" x 11" paper. Tabloid 11"x17" paper will be permitted but will be counted as two (2) pages. The response is limited to fifteen (15) pages; single sided and may include typed text, graphics, charts and photographs. Font type shall be Arial (not Arial Narrow) and the minimum font size is 11 point, other than in diagrams, organizational charts and other such graphics, which may be 8 point font. The minimum margin size is 0.75" for all margins (this does not include headers or footers). The minimum line spacing is single. Front and back covers, tabs and resumes are not included in the fifteen (15) page limit. All other pages, including the 3.2 Letter of Transmittal and 3.7 Certification, will be included in the fifteen (15) page limit. Resumes will be limited to one (1) page and included in the appendix.
- 2.3 OFFICIALS NOT TO BENEFIT:** No County employee, Commissioners Court member or elected official shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom.
- 2.4 REJECTION OF SOQs:** The County reserves the right to reject any and all SOQs received as a result of this Request for Qualifications or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the County. The County does not intend to pay for the information solicited or obtained through any response.
- 2.5 INCURRING COSTS:** The County is not liable for any cost incurred by the service provider prior to issuance of a contract.
- 2.6 INQUIRIES:** Questions regarding this RFQ must be submitted in writing to the issuing office or department. Questions and answers that change or substantially clarify the Request for Qualifications will be affirmed in writing and will be posted to the County's Website at <http://inf.bexar.org/>. Any inquiries relating to this RFQ must be submitted in writing and received no later than 4:00 p.m. on **Wednesday, September 6, 2017**. Any necessary request for clarification, delineation, or explanation of a company's SOQ will be made in writing by the County Engineer or other designated agent with copies to the Commissioners Court, and the response will follow the same procedure or as otherwise directed by the Court.
- 2.7 ADDENDA TO THE REQUEST FOR QUALIFICATIONS:** In the event it becomes necessary to revise any part of this RFQ, addenda will be posted to the County's Website at <http://inf.bexar.org/>.
- 2.8 RESPONSE DATE:** To be considered, SOQs must arrive at the issuing office or department no later than 4:00 p.m. on **Friday, September 22, 2017**. Service providers mailing SOQs should allow normal mail delivery time to ensure timely receipt of their SOQ.