



## COUNTY OF BEXAR

### PUBLIC WORKS DEPARTMENT

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San Antonio, Texas 78207-3188  
Main 210-335-7066

December 8, 2017

#### Re: Addendum No. 1 for Professional Construction Inspection Services

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 Professional Construction Inspection Services. Consultant SOQs must be submitted by interested candidates no later than 4:00 pm on Friday, December 22, 2017.

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

#### 1) Responses to Written Questions

**2.2 Statement of Qualifications Format, Page 5: Is there a preferred type of binding method for the bound SOQ? Are 3-ring binders acceptable?** There is no preferred type of binding method for the bound SOQ. Anything is acceptable.

**2.2 Statement of Qualifications Format, Page 5: Please clarify if the minimum type or font size of 11 point Arial applies to charts, graphs, tables, etc. or just to main text?** 8 point font may be used for diagrams, organizational charts and other such graphics.

**2.2 Statement of Qualifications Format, Page 5: Please clarify – “The minimum margin size is 0.75” for all margins (this does not include headers or footers).” Does this mean that the header / footer can occur within the minimum 0.75” margin?** Yes.

**3.3.4 List of References, Page 8: Is there a minimum or maximum number of references required for the project manager, prime consultant and / or all sub-consultants?** There is no minimum or maximum number of references required. One or two each is sufficient.

**On Section 1.1 Purpose: the second bullet states that all proposing “firms will need to provide the in-house personnel and services indicated in the basic services required.” By “In-house” is the intent that the proposing Prime firm be all inclusive and provide not just inspections but also construction materials testing, along with field personnel that each one of the inspection services required or can these be met by the team?** All can be met by the team.

**Is the intent of the RFQ to provide staff on an as needed basis to support county inspection staff or will this be to provide a full project inspection support for the duration of the projects identified in the RFQ.** To provide a full project inspection support for the duration of the projects identified in the RFQ.

**Does the county have their own recordkeeping system for non-federal funded projects or will they use a system provided by the consultant?** Consultant will generally utilize Bexar County's recordkeeping system. Any consultant provided documentation method may be utilized at the discretion of the County's Construction Administration Engineer.

**This is a professional Services Contract. Professional services must be supervised by a Registered Professional Engineer. The RFQ states the PM doesn't need to be a P.E. and that the service provider "may" include one or more Texas P.E.'s on the team. Will the consultant or Bexar County be the Engineer responsible for the work on this contract?** This is an inspections and materials testing contract, and does not require the services of a Professional Engineer other than the County's Construction Administration Engineer.

**Does the required Organizational Chart count as one of the 10 maximum pages?** Yes, the organizational chart does count as one of the 10 pages.

**In item 1.4.3 it states the reporting and record keeping requirements of the inspectors. Will the consultant or Bexar County approve shop drawings, RFIs and other submittals listed in this section?** The design engineer is responsible for reviewing and approving shop drawings, RFIs and submittals. Inspector may be required to coordinate with the County and Engineer of Record related to RFI responses.

### **Revisions to the RFQ**

Page 5 of the RFQ should be replaced by the revised page 5 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,



David R. Wegmann, PE  
Engineering Services Manager

## **2 STATEMENT OF QUALIFICATIONS SUBMITTAL**

- 2.1 NUMBER OF COPIES OF THE SOQ NEEDED:** The provider shall submit three (3) 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.*** Failure to comply with these requirements may render the SOQ non-responsive and subject to disqualification.
- 2.2 STATEMENT OF QUALIFICATIONS FORMAT:** The originals must be submitted in bound volumes on standard 8½" x 11" paper. Tabloid 11" x 17" paper will be permitted but will be counted as two (2) pages. The response is limited to ten (10) 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.** Front and back covers, tabs and resumes are not included in the ten (10) page limit. All other pages, including Section 3.2 "Letter of Transmittal" and Section 3.6 "Certification", will be included in the ten (10) page limit. Resumes will be limited to one (1) page each and be included in the appendix. **The minimum margin size is 0.75" for all margins (this does not include headers or footers). The minimum line spacing is single.** Failure to comply with format specifications may render the SOQ non-responsive and subject to disqualification.
- 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:** Bexar County reserves the right to reject any and all SOQs received as a result of this RFQ or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of Bexar County.
- Bexar County does not intend to pay for the information solicited or obtained through any response.
- 2.5 INCURRING COSTS:** Bexar 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 RFQ will be affirmed in writing and will be posted to the Bexar County Website at <http://inf.bexar.org/>. ***All interested parties are responsible for monitoring the Website for such materials, and respondents will be responsible for compliance with any clarifications or addenda posted thereon.*** Any inquiries relating to this RFQ must be submitted in writing and received no later than **4:00 p.m. on Wednesday, December 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 an addendum will be posted to the Bexar County Website at <http://inf.bexar.org/>.