



## COUNTY OF BEXAR

### PUBLIC WORKS DEPARTMENT

233 N. Pecos La Trinidad, Suite 420  
San Antonio, Texas 78207-3188  
Main 210-335-6700

May 17, 2018

#### Re: RFQ Clarifications for Professional Traffic Engineering 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 Traffic Engineering Services. Consultant SOQs must be submitted by interested candidates no later than **4:00 pm on Friday, June 1, 2018**.

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

#### 1) Responses to Written Questions

**Both QA/QC and Management Plan are under 3.5, should that not be 3.5 QA/QC, 3.6 Management Plan, which then makes Certification 3.7?**

The RFQ has been revised to clarify the subsections in question. They are now as follows:

3.5 Quality Assurance/Quality Control

3.6 Management Plan

3.7 Certification

**Can a firm providing just one service such as ADA Related Improvements submit individually or do they need to be part of a Team that can provide all Engineering Services?**

Submittals should be for a team capable of providing all required services.

#### 2) Revisions

Pages 7 and 8 of the RFQ should be replaced by the revised pages 7 and 8 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

**3.4 PROJECT APPROACH/WORK PLAN:** Describe your firm's approach to performing the specific services required in this project as noted in Section 1.4 "Services Required". Present a discussion of the Service Provider's understanding of the necessary Services and its approach and methodology to providing those Services. The work plan should include at a minimum: itemized tasks, resource requirements, specialized skills needed, special considerations, and possible challenges in completing assigned projects. Your firm should demonstrate the ability to complete similar type of work on an accelerated schedule. Your firm should also identify the extent to which Bexar County staff will be involved in the project.

**3.5 QUALITY CONTROL/QUALITY ASSURANCE:** Provide a description of the quality control and quality assurance procedures and other technical activities specific to the project that will be implemented to demonstrate the results of the work performed will fully and accurately satisfy Section 1.4 "Services Requested".

**3.6 MANAGEMENT PLAN:** Describe in both narrative and graphic form how the firm(s) propose(s) to manage the specific services for the project. Provide general information on the organization and management processes of the firm(s) involved in the project, as well as a more specific outline of the structure of the proposed project team (sole proprietor, partnership, corporation, joint venture, etc.). This section should answer such questions as: Who will have overall responsibility? What will the lines of authority be? Discuss how the coordination and exchange of information will be assured between Bexar County, Contractor and other governmental bodies.

In addition to the narrative description, this management plan should include an organization chart of the project team. This section should be summed up with assurances that a joint venture will be well coordinated and that any problems that may arise can be considered and resolved without infringing on the project.

**3.7 CERTIFICATION:** The respondent is required to include the following *notarized* statement and signature area. Failure to provide a notarized seal shall disqualify the firm:

I certify that \_\_\_\_\_ has carefully reviewed this Request for Qualifications and recognize that this Statement of Qualifications becomes the property of Bexar County and is non-returnable. I further certify that the enclosed information is accurate, and verifiable by Bexar County, and that the below named signatory is fully authorized to bind the firm to the provisions of this Statement of Qualifications.

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Notary

Seal:

\_\_\_\_\_  
Date