DATE: June 16, 2020
TO: Potential Respondents
FROM: Elaine Robbins – Construction Solicitation Coordinator
SUBJECT: Questions #1
RFQ769-20-954ER
IDIQ – Architectural Services

This document is being issued to answer questions that have been submitted as follows:

1) In the RFQ it states “loose bound”, I wanted to make sure a small/thin binder would be appropriate to submit our paper copy?

**ANSWER:** Loose bound means that all you need to do is paper clip the pages, you do not have to put in a binder.

2) We are seeking clarification on what you are looking for as far as sub-consultant information. Initially we were going to provide a list of potential sub-consultant companies by discipline, as we have many we like to call upon depending on the project. However, item 2. ‘Description of the Architectural Services Team’, it says responses should include ‘all key team members and sub-consultants’. That section requires a place on the org chart and resumes. How much information are you seeking about potential sub-consultants at this time? Full resumes? Or just company names?

**ANSWER:** Identifying sub-consultants is not required. Some firms may choose to partner with another firm to improve their qualifications, either way is acceptable.

3) Do images count as information on a divider tab or cover?

**ANSWER:** No, images would not count as information on a divider tab or cover.

4) Under ‘Relevant Experience and Capabilities’, Section 1, Item B, Brief project description, including:
   i. Sample of individual projects assigned under the contract or program,
   ii. Range of size and scope of individual projects or assignments.
I gather that Item 1 was requesting specific project experience. (4) projects under 2M and (4) projects over 2M. It says to ‘Highlight projects on which the firm and team members have been involved...’ but Item B noted above first says a Brief project description-this is understood and makes sense. Then it says ‘including I and II’. These sound like a request is being made for experience with other
IDIQ clients, not specific projects. I don’t understand how a “Sample of individual projects assigned under the contract” can be explained for a single job. Items A, C, D, E, F and G all related to a single project and make sense to answer, but Item B.i and B.ii are confusing. Should i and ii be disregarded and just provide a description of the project only?

**ANSWER:** Some firms may have experience with IDIQ contracts. It is helpful to include that information if the projects being presented were done under an IDIQ contract, but it is not a requirement. We also include a separate criteria specifically for IDIQ experience. The intent is to provide firms the opportunity to give the evaluation team sufficient information about their efforts so the evaluation team can determine the most highly qualified firms. Previous IDIQ experience is not a requirement and the lack thereof does not automatically eliminate them from the evaluation process. All of the criteria is evaluated.

5) Regarding the “Relevant Experience and Capabilities” criteria for the IDIQ Architectural Services RFQ (RFQ769-20-954ER), the description asks that we highlight no more than four projects for each Tier 1 and Tier 2. Would it be acceptable to consolidate all work performed under a single IDIQ contract as a singular “project” in this case, or would they each need to be listed individually as separate projects? For example, if we have a previous IDIQ contract with UNT for which we’ve completed 5 renovation projects, could we summarize all of these on a single project page and provide a single reference?

**ANSWER:** Projects should be listed as separate projects. Awarded firms will either be Tier 1 or Tier 2 but not both. The evaluation team needs the information separated.

6) Under Submission Requirements, page 2, Section 1.C.vii. asks for “Biography including education, training experience and licensure architects who will provide services to the UNTS.” This information is found on the resumes we will include in response to Section 2.D. Do you want this information repeated under Section 1.C.vii? Please advise how to answer Section 1.C.vii?

**ANSWER:** No, you do not need to repeat the information if it is addressed fully in the resumes. That will be sufficient.

7) How many firms do you anticipate selecting to be on the IDIQ?

**ANSWER:** For Tier 1 firms could be anywhere between 6-8 firms and Tier 2 could be 3-5 firms, but these numbers may vary.

8) The RFQ seems to only ask for submitting firms to list team members for Architectural Services. Can you please verify UNT is not looking for additional consultant listings (engineering services, landscape architecture, etc.)?

**ANSWER:** You do not have to list sub-consultants in your response, it is not required.
9) To best address UNT’s needs in our response, can you make known any projects that may be sourced through this IDIQ?

**ANSWER:** There is not a list of projects that might potentially be sourced through this IDIQ – it should be noted this is Indefinite Quantity Indefinite Delivery so we do not know what projects in the future that this IDIQ service may be used for. This will be used on an “as-needed” basis and is not guaranteed work.

10) We would like to include consultants with our response to the above referenced. It is our understanding there is a current IDIQ for MEP Engineers in place. If that is correct, would you be able to share the names of those firms that are included under this contract? We would assume one of these firms would not be prohibited from submitting with us on this pursuit?

**ANSWER:** As noted in question #2 & #8 above, you do not have to identify sub-consultants you may use, however if you want to list a MEP consultant, you can certainly do that. The IDIQ firms are listed on the UNT System website under the Facilities tab [https://www.untsystem.edu/idiqjoc](https://www.untsystem.edu/idiqjoc). As long as you are not forming a joint venture, we would only be contracting with the prime firm, not the sub-consultant. We are only contracting with 1 firm unless the firms form a joint venture.

11) We were not able to attend the pre-solicitation meeting – is there a recording available?

**ANSWER:** No, there is not a recording available. The presentation slides were posted on the UNT System website with the solicitation at [https://www.untsystem.edu/bid-opportunities](https://www.untsystem.edu/bid-opportunities).

12) Is the $2,000,000 the total construction budget or the architecture services portion of the budget?

**ANSWER:** The $2,000,000 would be the total of a construction budget for a project.

13) Does this IDIQ involve all work on all UNT Campuses? Denton, Frisco, McKinney and Downtown Dallas? Please advise

**ANSWER:** Yes, the first paragraph of Document 002400, 5th line states “firms may be awarded projects that are managed by either UNTS or any of its component institutions”, however there is not a component institution located in McKinney. There are component institutions in Fort Worth (UNTHSC), UNT at Dallas (south Dallas), UNT System Building (downtown Dallas), Denton campus and Frisco campus.
14) I wanted to inquire about the page limit and resumes. The RFQ reads that "covers, table of contents, and divider tabs will not count as pages", and I was wondering if resumes would count toward the 25 page limit as well, as they are required in Section D of the firm data.

**ANSWER:** Yes, the resumes do count as part of the 25 page limit.

15) On RFQ page 2, item 2.D. UNTS requests "a statement of current workload and ability of firm to respond to UNTS requests for services in a timely manner including typical response times within the past twelve (12) months." Please clarify the level of detail required and if "requests for services" equates to critical requests or all communications in general (i.e. phone calls, emails, etc.)

**ANSWER:** All requests.

16) On RFQ page 2, item 1.C.v. request "areas of specialty/concentration: Focus on any previous IDIQ contract or program work the firm has performed and types of individual projects." Please clarify if UNTS is seeking our available services and market sectors.

**ANSWER:** Some examples might be labs (various types), historic buildings, athletics, housing, etc.

17) On RFQ page 3, item 3.B. requests we indicate the technical services performed. Please clarify what UNTS considers technical services.

**ANSWER:** Some examples might be BIM, 3D modeling, virtual modeling, etc.

18) We prefer to select subconsultants for each project with UNTS to ensure we have the best professionals for the demands of each project. Does UNTS have any objection if we provide a list of preferred subconsultants but do not include resumes for each?

**ANSWER:** This is OK.

20) Can we present projects that our senior team leaders worked on prior to joining our firm as well as our firm's projects?

**ANSWER:** Yes, but they should be identified as such.

21) Civil, surveying was specifically noted as services, but the other major disciplines were not (structural, MEP, etc.) but just noted as other professional and technical services. Were other services meant to describe the structural and MEP that would probably need to be added to our team or would the Architect need to use the IDIQ firms already in place for these disciplines? If not required to use the IDIQ firms then should our submittal include the information for our consultants or should our submittal just be for Architectural Services?
ANSWER: They are only examples. Each respondent can determine if they want to include other sub-consultants or not.

22) If we are adding our own consultants to our team and they happen to have IDIQ contracts in place already with UNT, would projects under this contract count against their cap as consultants on the team even though not the lead/prime firm?

ANSWER: No, it does not.

23) It is interpreted that the Relevant Experience (#1 on page 3) is to reflect contracts, such as other IDIQs we have. Does the 4 project limit per tier mean 4 projects per contract and is there a limit on the number of contracts we are allowed to include of this nature? In other words if we have 8 IDIQ contracts in place that are similar to this one, can we highlight all 8 of these contracts with 4 projects described as noted in this section under each of the 8 contracts?

ANSWER: It is up to each firm to determine projects they want to highlight. You can list all of the IDIQ contracts but you can only highlight 8 total projects.

24) Page 2, 1. Firm Data, C. Firm Profile, Item iv. Firm Size - Other than Professional Engineers (Civil & Structural), Architects and Surveyors - what other disciplines are you seeking in regards to this requirement.

ANSWER: We do not have a minimum requirement. It is up to the firm who they would like to include. Some firms may offer services others do not. The intent is to provide firms the opportunity to share with us their qualifications.

25) Do you want the divider sections tabbed?

ANSWER: You can use tabs if you want to, either way is OK.

26) Clarifying question - “Submission Requirements: 1B” Name and Address(es) of each key sub-consultant firm proposed for the team. Clarify if it is intended for the PRIME firm to list sub-consultants that would perform the list of additional services listed as needed in “Scope of Services: 1B” (Civil engineering, boundary and topographical surveying, etc.).

ANSWER: Listing of sub-consultants is not required. But if a firm believes adding sub-consultants strengthens their qualification they can. Not all firms provide or offer the same services.