DATE: August 5, 2021
TO: Potential Respondents
FROM: Elaine Robbins – Construction Solicitation Coordinator
SUBJECT: Questions #1
RFQ769-22-969ER
IDIQ Construction Special Services

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

1. Reference Page 4, Section 1.B – Are respondents required to address each of the three (3) primary scope components (Transition Planning, Project Management, Cost Estimating) or should responses focus on one of more categories of specific interest?

   ANSWER: No, respondents are not required to address or perform each of the three (3) primary scope components – if you read 002400-1, Scope for Qualifications (3rd page of document), 3rd paragraph states “Firm’s that respond to this RFQ may perform one or more of the services listed in Scope of Services. Firms should clearly indicate in their response which of the services listed below they specialize in and can provide.”

2. Referencing Page 5, Section 1.D – the linked master plan document appears to be a non-functioning link. Can you please provide an alternative link to the current master plan/design vocabulary documents?

   ANSWER: Please see link - https://www.untsystem.edu/campus-plans

3. Referencing Page 6, Section 1.A-C – Information A asks for “Contact name and location” while requirement C asks for “Owner’s name, addresses, contact person, and telephone number.” Can you please clarify what individual’s information is being requested in requirement A?

   ANSWER: Information requirement “A” for Contact name and location & requirement “C” are related. The contact for person (#1.A) may not be the same contact person (#1.C). Also, with different projects, there may be different contacts. It is possible for it to be the same person for both 1.A and 1.C.
4. If a company is selected for the IDIQ, would it limit their ability to bid actual work that may come out during the duration of the IDIQ?

**ANSWER:** No, a company could still bid on any other projects that may come out during the duration of the IDIQ.

5. The RFQ contains the following statement: “Provide two (2) copies of your submittal, one (1) paper copy loose bound and one (1) electronic format, virus free flash drive.” Can you confirm whether this statement means one unbound proposal and 1 electronic copy OR that it means 2 bound copies, 1 unbound copy and 1 flash drive?

**ANSWER:** We only need 1 unbound paper copy and 1 electronic copy on a flash drive that should contain the exact same information as the paper copy.

6. On the 4th page of RFQ769-22-969ER, it stated that “the cumulative total of the fees paid under this contract, including any option years, shall not exceed $900,000.” Based on our understanding of the proposed expansion projects described in the Capital Improvement Plans for your campuses and the scope of work involved with this IDIQ, we are questioning whether or not this “shall not exceed” amount is correct. Can you please confirm the anticipated fees associated with this IDIQ opportunity?

**ANSWER:** The total amount of the IDIQ contract is for the initial 3 year term as well as the 2 optional renewal years will not exceed $900,000. A one-time service order under the contract will not exceed $300,000.00 per the sample contract that is included in the package.

7. Is there a font size requirement?

**ANSWER:** There is no font size requirement, but should not be so small that it could be hard to read.

8. Please confirm the cover letter is excluded from the page count.

**ANSWER:** The cover letter is not included in the page count.

9. Can we provide full resumes as an appendix to the proposal? Do resumes count toward the page count?

**ANSWER:** Yes, resumes do count toward the 15 page count and should be part of your qualification response.

10. Under “Scope of Services” subpoint “B” mentions that “The selected firm(s) will be responsible for one or more of the following services as appropriate for each project including;” does this confirm that we can submit qualifications toward the single scope of “Transition and Occupancy and Relocation Planning Services?”

**ANSWER:** Yes. Be sure to note which service you are responding to.
11. Does “developing a plan to verify the facility and building are ready for occupancy” include overseeing the delivery and acceptance of associated FF&E?

**ANSWER:** *Will depend on the project – the level of service required will depend on the need.*

12. Would this engagement include facilitating a RFQ for Move Services process as part of outlining a budget for all move related costs?

**ANSWER:** *Will depend on the project – the level of service required will depend on the need.*

13. Would this engagement include providing onsite move management services during the relocation activity, including Day One, or is this managed solely by UNTS staff?

**ANSWER:** *Will depend on the project – the level of service required will depend on the need.*

14. Would this engagement extend to coordinating the decommissioning of vacated space?

**ANSWER:** *Will depend on the project – the level of service required will depend on the need.*

15. If a firm is interested in submitting on each of the 3 Special Services included in the RFQ, should we submit 3 different responses or only 1 response which includes information and experience covering all 3 services?

**ANSWER:** *We would want 1 response to cover all 3 services. Be sure to indicate in your response that you are submitting qualifications to cover all 3 services.*