DATE: August 12, 2021
TO: Potential Respondents
FROM: Elaine Robbins – Construction Solicitation Coordinator
SUBJECT: Questions #1
RFQ769-22-970ER
IDIQ Planning & Assessment Services

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

1. Can a firm submit qualifications for only the services they provide with their own resources? Or, is the intention of this RFQ to select complete teams that can perform all services listed on Pages 4-5?

   **ANSWER:** As noted on page 4 of the document, Scope for Qualifications, 2nd 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. Is this an instance where we submit qualifications for everything we can do, and you all will pick the team(s)? Or are you expecting a combined A/E submission to cover the complete range of items that are covered?

   **ANSWER:** On page 4 of the pdf file, Scope for Qualifications, the 2nd paragraph states that “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.” So, as stated, let us know if you respond which service you are responding for, either planning or assessment services. If your firm does both planning & assessment, let us know that and who the teams would be for each service and who the contact people would be for each service.

3. In the RFQ, page 3, item 1.B asks for name/address of each key subconsultant. For this RFQ is UNTS only looking for lead firms at the moment to respond to specific services or are we expected to put together a team of subconsultants that might be needed on a specific project?

   **ANSWER:** Some firms do team up at this stage, but it is not required. If you are not teaming up now, then there is nothing to provide.
4. I have a question about tabs for this RFQ. The RFQ indicates that the tabs do not count toward the page count as long as there is no additional information. If there is a picture only on the tab, will that be attributed to the page count?

**ANSWER:** No, photos on the tabs are OK and will not count toward the total page count. We do not want firms putting information on how they would perform the work on the tabs.

5. If a firm performs planning or assessment on a particular project, would they be precluded from pursuing the design work once project is funded and goes forward?

**ANSWER:** It would depend on the project and that scenario would be discussed with the IDIQ firm prior to commencement of any IDIQ planning project if that would be the situation. If it is determined that the planning firm would be precluded from the design work, the firm has the option of not accepting the IDIQ project.

6. If we are on the IDIQ Architects, Tier 2, I understand that if awarded under this new RFQ the cap will not expand. To clarify, does this mean that the larger of the two caps would then be the cap for all work under either IDIQ during its term?

**ANSWER:** The Tier 2 cap amounts would not apply for these services, only the design services outlined in the Tier 2 agreement. The Planning & Assessment services would be restricted to the Tier 1 limits, but would go against the totals for the Tier 2 contract.

7. Can you please clarify what HUB forms are needed for this submission?

**ANSWER:** No HUB plan is required with your response – the forms are included in the package for your information.

8. Are we to include potential subcontractors in our response? Or not at this time?

**ANSWER:** Some firms do team up initially, but it is not required. If you are not teaming up now, then there is nothing to provide.

9. The RFQ states that UNT would like to receive “two (2) copies of your submittal one (1) paper copy loose bound and one (1) electronic format, virus free flash drive”. Does this mean that UNT is looking for one loose bound and one flash drive for a total of two copies (one being digital)? Or should we provide two bound copies, one loose copy and 1 flash drive for a total of 3 hard copies and 1 digital copy?

**ANSWER:** We only want 1 loose bound paper copy and 1 digital/electronic version on a flash drive for a total of 2.

10. Should architectural firms name proposed consultants for this RFQ?

**ANSWER:** You can name proposed consultants, but it is not required.
11. The RFQ contains the line: “UNTS intends to select multiple vendors for each of the disciplines outlined below as a result for this RFQ.” Does this mean that we need to assemble a comprehensive team of experts to meet the needs of the particular categories we intend to submit for? Or, will UNTS pair architectural firms with civil and MEP firms as necessary to accomplish the whole scope?

**ANSWER:** No, you just need to let us know if you are submitting for Planning, Assessment or both. Some firms do team up for the submission, but it is NOT required.

12. If the answer to the above is that we can/should submit as individual firms: As an MEP/STR/Life Safety/Acoustics firm, is there a preferred method by which we should identify the tasks or “disciplines” that we wish to be considered for?

**ANSWER:** There is no preferred method.

13. Scope for Qualifications, page 002400-1 – Should we identify, or specify, the services we would provide under the contract is awarded? This is in case that we do not specialize, or have the in-house capabilities, for all potential services listed in the RFQ.

**ANSWER:** The 2nd paragraph, Scope for Qualifications, page 002400-1, does state “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.” According to those statements, we would like for firm’s to clearly indicate which services they can provide – some firms specialize in planning and others in assessments, some can do both, just let us know what you are submitting qualifications for.

14. If we provide all of the following services except civil in the Utility Infrastructure Planning portion listed in the IDIQ, do we need to team with a civil firm or can we submit for all of those services, with the exclusion of civil? Essentially, are the service groups listed all or nothing (per category) or can we pick within the group?

**ANSWER:** No, the service groups are not all or nothing. You can submit qualification for services you can provide, you do not have to team with anyone at this point. Some firms do that initially, but it is not required for submission.
15. Shall the submitting, prime firm include any specialty consultants as part of the initial Statement of Qualifications, due on August 23rd? Some scope may or may not be covered by services we commonly provide. For example, we do not provide Utility Infrastructure Planning and typically engage a sub-consultant for this type of service. Or, is the intent for specialty services to be identified at the time of individual service orders?

**ANSWER:** Some firms do team up initially, but it is not required. If you are not teaming up now, there would be nothing to provide. You will be able to identify sub-consultants, if you were selected to provide a proposal for an individual service order under the IDIQ contract at that time.