

UNT SYSTEM™

Strategic Infrastructure, Planning & Construction

DATE: March 19, 2024
TO: Potential Respondents
FROM: Aurika Weaver-White – Construction Solicitation Coordinator
SUBJECT: Questions #1
RFQ769-24-982AW
IDIQ – Civil Engineering Design Services

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

1. Do we need to include resumes of sub-consultants within our Statement of Qualifications (SOQ) response? We were confused based on the use of , “number of years with the prime firm” under the Description of the Team Section.

2. Description of the Team:
Responses should include all key team members and sub-consultants for Civil Engineering Design Services.
 - A. Identification of the single point of contact for the Civil Engineering team to include name, email address, and phone number
 - B. Identification of key personnel to be assigned to the team
 - C. Organizational chart illustrating reporting lines, responsibilities, names, and titles for key participants proposed by the firm
 - D. Resumes for each key individual proposed to be on the team and identification of that person's role, **number of years with prime firm**. Also include definition of that person's role in each stage of the process. List any education, registrations that may be relevant.

ANSWER: Sub-consultant resumes are not required with the submission of the firms's response to this solicitation. It is best practice that the firm identify which services the organization can provide direct and which services a sub-consultant would be utilized. While sub-consultant resumes are not a requirement the firm may submit a list of proposed sub-consultants within the response.

Also, within the solicitation documentation on page 002400 – 2, Submission Requirements, Section 2. Description of the Team, D. Resumes for each key individual proposed to be on the team and identification of that person's role (specifically) number of years with prime firm, refers directly to the proposed team members of the organization who is submitting their qualifications as a response to this solicitation. Furthermore, the number of years with prime firm means that the response must list the amount of time each individual of the team has been employed with the organization (firm).

2. Will UNT release Question and Answer (Q & A) document or addenda on the <https://finance.untsystem.edu/> site or via the <https://bids.scquest.com/> site?

ANSWER: Please be advised as per the IDIQ Solicitation Documentation, form 001100, Questions and Answers will post to the websites below by 5:00p.m. CDT on March 20, 2024. The Questions and Answers document will post to the following websites:

Electronic State Business Daily:
<http://www.txsmartbuy.com/sp>

UNT System Bid Opportunities:
<https://finance.untsystem.edu/vendor-resources/bid-inquiry/bid-opportunities.php>

UNT System Jaggaer Website:
<https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=UNTS>

3. We do not see any required forms provided. Will UNT be requiring any with this submittal?

ANSWER: This is a Request for Qualifications only and you will submit firm's qualifications in response to this solicitation as it pertains to Submission Requirements and Relevant Experience as listed on form 002400 beginning on pdf page 2.

No other forms are required with submission of Qualifications.

4. Can you clarify, under the *Note to Firms with Current IDIQ Agreements with UNT System* (page 3 of the RFQ Documentation), the statement, "The Owner will no longer issue IDIQ contracts to a firm based on multiple services?"

NOTE TO FIRMS WITH CURRENT IDIQ AGREEMENTS WITH UNT SYSTEM: If a firm selected for this IDIQ service currently has an IDIQ Agreement in place for another service, the current IDIQ will be canceled and a new Agreement for the awarded services will be executed. The Owner will no longer issue IDIQ contracts to a firm based on multiple services. Awarded firms will have the option to execute a new Agreement for the awarded service and cancel the existing Agreement or refuse the award and keep the existing Agreement. Also, all firms with a current IDIQ Civil Engineering Design Services Agreement have been notified of the expiration of Agreement effective as of August 9, 2024.

ANSWER: Please be advised per the Note To Firms with Current IDIQ Agreements with UNT System (as indicated above) and within the solicitation 002400 form, pdf page (4), the Owner will no longer issue IDIQ Contracts to a firm based upon multiple services. Therefore if your firm is selected as an awardee for this IDIQ Service, RFQ769-24-982AW – IDIQ Civil Engineering

Design Services and currently has an existing IDIQ Agreement in place for another IDIQ Service then the awardee will have the option to execute a New IDIQ Agreement for the new awarded service, Civil Engineering Design Services and cancel the existing agreement (i.e. Structural Engineering Services IDIQ) or refuse the award (for the new IDIQ Civil Engineering Design Services) and keep the existing agreement (i.e. Structural Engineering Services). The bottom line is that a firm will only have one (1) IDIQ Contract and not multiple IDIQ Service Contracts.

Furthermore, upon notification of selection of award you will then notify the Owner on how you would like to proceed due to the existing IDIQ Agreement in place.

5. Can you clarify the difference in content UNTS expects to see in the Relevant Experience and Capabilities Section RFQ Criteria #1, Detailed Data for Similar Contracts or Programs... and Criteria #2, Previous or Current IDIQ Contract Experience?

Relevant Experience and Capabilities

1. Relevant experience and capabilities will be assessed through a review of Civil design management process and or procedures of similar programs or contracts. Provide detailed data for similar contracts or programs, highlighting no more than five (5) projects of various types.

Highlight projects on which the firm and team members have been involved in providing services and which best illustrate current experience and capabilities relevant to the IDIQ. For each contract or program, please provide the following information:

ANSWER: As listed within the IDIQ Solicitation Documentation form 002400 - 2 on pdf page (5), Relevant Experience and Capabilities, 1 (Relevant experience and capabilities will be assessed through a review of Civil design management process and or procedures of similar programs or contracts, etc.). The firm may provide descriptive data pertaining to its current and or previous contracts and programs reflective of Civil Engineering Design Management process and procuredues or similar program relevant to that of Indefinite Delivery Indefinite Quantity (IDIQ) delivery method and or contracts/programs similar to IDIQ. Providing no more than five (5) projects of various types to highlight.

2. Previous or current IDIQ contract experience:

- i. Owner's name and contact information
- ii. Cap amount of similar services contract (\$)
- iii. Annual volume amount of services (\$/yr)
- iv. Term of contract (years)

Also, within form 002400 – 3, pdf page (6), Relevant Experience and Capabilities, 2 (Previous or current IDIQ Contract Experience) as noted above and within solicitation documents. The firm may list information within roman numerals (i - iv) as it pertains to both previous and current IDIQ contract experience.

6. Can HUB services be self-performed by the Prime Contractor and be counted towards any HUB goals?

ANSWER: If the Prime firm (consultant) is a current certified State of Texas Historically Underutilized Business and awarded a UNTS IDIQ Contract and also contributing towards the scope of work once selected for service of a project, the Prime HUB's contributing effort may count towards the HUB goal but dependent upon details of self-performance and sub-contracting.

It is the policy of the Owner to promote and encourage contracting and sub-contracting opportunities for HUB in all contracts. Specific sub-contracting opportunities will be dependent on each project. When a qualified firm is selected for a project, the firm will be required to provide a HUB Sub-Contracting Plan (HSP) for the intended sub-contracting opportunities for the project. The HSP must be submitted along with the proposal for the project. This applies to all projects, regardless of size or scope, awarded via this IDIQ. At this time there is not any specific projects identified. As projects are identified and scopes developed, a qualified firm will be contacted. At that time we will be able to identify potential HUB subcontracting opportunities and an HSP will be requested. A HSP is Not required with this submission.

For further information please contact UNT System HUB Department at HUB@untsystem.edu.

7. Does this Civil RFQ require coordination with Architectural & MEP's under separate contracts with UNT?

ANSWER: This is a Request for Qualifications (RFQ) only referencing IDIQ, Indefinite Delivery / Indefinite Quantity for professional Civil Engineering Design services. Please keep in mind that the IDIQ Contract(s) resulting from this solicitation is not project specific and does not provide a guarantee of work, but rather is positioned as an as needed service for the utilization of all UNT System component institutions. Therefore, we are unable to identify project demands (specifically services that maybe performed by prime and subconsultant alike) that may result in the use of this IDIQ service. However, should a procurement demand arise for use of this new IDIQ Civil Engineering Design Services Agreement then the specific department

requesting service will select a firm from the list of awardees and contact the firm for proposal. There may be coordination with other professional service firms and contractors based upon project demands.

8. In C. Firm Profile, vii. Biography: Do you want biographies and license information for key team members who are engineers?

ANSWER: As per the solicitation documentation 002400 - 2 form pdf page (5), Submission Requirements, Section 1, C. Firm Profile, specifically vii, Biography including education, training experience and licensure engineers who will provide services to the UNTS. It is best to provide the requested information for the firm's proposed team members as it pertains to biography inclusive of education, training experience, and with the identification of licensing for engineers who will provide the requested scope of services listed within this solicitation.

9. If a firm currently has an active IDIQ contract for a service not available in this specific IDIQ, and that firm is awarded this contract, does that mean that the current IDIQ that the firm holds for a different service will be cancelled?

NOTE TO FIRMS WITH CURRENT IDIQ AGREEMENTS WITH UNT SYSTEM: If a firm selected for this IDIQ service currently has an IDIQ Agreement in place for another service, the current IDIQ will be canceled and a new Agreement for the awarded services will be executed. The Owner will no longer issue IDIQ contracts to a firm based on multiple services. Awarded firms will have the option to execute a new Agreement for the awarded service and cancel the existing Agreement or refuse the award and keep the existing Agreement. Also, all firms with a current IDIQ Civil Engineering Design Services Agreement have been notified of the expiration of Agreement effective as of August 9, 2024.

ANSWER: As indicated within the solicitation documentation form 002400 pdf page (4) and that provided above, the Owner will no longer issue IDIQ Contracts to a firm based upon multiple services. Therefore, if your firm is selected as an awardee for this IDIQ Service, RFQ769-24-982AW – IDIQ Civil Engineering Design Services and currently has an existing IDIQ Agreement in place for another IDIQ Service then the awardee will have the option to execute a New IDIQ Agreement for the new awarded service, Civil Engineering Design Services and cancel the existing agreement (i.e. Structural Engineering Services IDIQ) or refuse the award (for the new IDIQ Civil Engineering Design Services) and keep the existing agreement (i.e. Structural Engineering Services). The bottom line is that a firm will only have one (1) IDIQ Contract and not multiple IDIQ Service Contracts.

Furthermore, upon notification of selection of award you will then notify the Owner on how you would like to proceed due to the existing IDIQ Agreement in place.

10. Article V, Design Professionals, Section 5.2, 5.2.1, and 5.2.2 of the Sample IDIQ Contract provided within the solicitation documentation address the remedies in the event bids exceed 10% of the Construction Cost Limitation. This clause is something not normally seen in traditional design, bid, build contracts. Is it the intent that projects will be managed using the CMAR or Design Build project development? If not, would these clauses still apply to this IDIQ?

ANSWER: *The clauses identified above is not applicable to this Request for Qualifications (RFQ) regarding the IDIQ for Civil Engineering Design Services or the contracts that will result from this solicitation.*

11. Reading through Article VII Compensation, Section 7.2 of the Sample IDIQ Contract provided within the solicitation documents, it states that, “following the completion of a service order, Professional shall submit an invoice to the Owner.” For design projects that have an extended design period, are monthly progress invoices accepted and paid?

ANSWER: *If there is a civil design project with an extended design period (i.e., up to six (6) months), the Owner will allow the engineer (consultant) to submit invoices based on the work completed (progressive billing). Though this a rare circumstance for UNTS projects as most Civil projects are completed within 1 – 2 months. However, the Owner may request a payment schedule from consultant to be outlined in the project proposal.*