

UNT SYSTEM™

Strategic Infrastructure, Planning & Construction

DATE: May 20, 2025
TO: Potential Respondents
FROM: Aurika Weaver-White – Construction Solicitation Coordinator
SUBJECT: Questions #1
RFQ769-25-1003AW
IDIQ – Commissioning (Cx) Services

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

1. The firm recently submitted response to the new UNTS Structural IDIQ RFQ at the end of April as the current IDIQ agreement for this professional service is about to expire and the firm is under contract for this service. The firm has become aware of the Commissioning (Cx) IDIQ. Reference question below related to this solicitation for Cx:

Is it allowed to submit for, be selected for, and hold Structural IDIQ and Commissioning (Cx) IDIQ (RFQ769-25-1003AW) Agreements?

ANSWER: The firm may submit qualifications for the IDIQ Solicitation for Commissioning (Cx) Services, RFQ769-25-1003AW and if awarded please be advised that the Owner will no longer issue IDIQ contracts to a firm based on multiple services as noted within the IDIQ Solicitation Document, form 002400, pdf page 4. Therefore, if the firm is awarded for IDIQ Service such as Structural, RFQ769-25-1002AW and then also awarded for RFQ769-25-1003AW – IDIQ Commissioning (Cx), the firm will have the option to execute a new agreement for the new awarded service, IDIQ Commissioning (Cx) by accepting the award and then canceling the existing award for Structural Engineering Services, RFQ769-25-1002AW or refuse acceptance of the new award IDIQ Commissioning (Cx) and keep the existing award, IDIQ Structural Engineering.

Bottom line is the Owner will only allow a firm to have one (1) IDIQ Agreement for one (1) service and not multiple.

2. Under Submission Requirements, III Relevant Experience and Capabilities, please clarify what the firm should provide in response to number 3 (identified below)?

3. For all other projects relevant to the project scope and for each member of the Commissioning (Cx) Team (as appropriate), provide a list of assignments/project names, specific project sizes, assignment/project dates, and owner contact information which further illustrates experience and capabilities relevant to this IDIQ.

Both items 1 and 2 are understood, however number 3 sounds like what is shown on each team member's resume.

Please clarify?

ANSWER: While resumes of each key individual proposed to be on the team and identification of that person's role, number of years with prime firm etc. is essential as listed within Submission Requirements, Section 2, Description of the Team, D, Resumes (reference form 002400 – 3, pdf page 6 of solicitation document), Section 3 of Relevant Experience and Capabilities III, displays for all other projects relevant to the project scope and for each member of the Commissioning (Cx) Team (as appropriate), provide a list of assignments/project names, specific project sizes, assignments/project dates, and owner contact information which further illustrates experience and capabilities relevant to this IDIQ (per form 002400 – 4, pdf page 7).

While some requested information within the solicitation may seem repetitive, it is important that the submittal adheres to the instruction provided within the solicitation documentation.

3. Does UNTS preclude a prime or subconsultant from bidding if currently holds agreement for another IDIQ with UNTS?

ANSWER: No, the owner will not discourage firm(s) from submitting qualifications to an IDIQ Solicitation even if the firm(s) is currently awarded and under contract for an existing IDIQ Service.

Please be advised that if the firm submits qualifications for the IDIQ Solicitation for Commissioning (Cx) services, RFQ769-25-1003AW and awarded, but is a current agreement holder for another IDIQ Service with the owner know that the Owner will no longer issue IDIQ contracts to a firm based on multiple services as noted within the IDIQ Solicitation Document, form 002400 pdf page 4. Therefore, if the firm is currently under contract for another IDIQ Service such as Structural, RFQ769-25-1002AW and then awarded for RFQ769-25-1003AW - IDIQ Commissioning (Cx), the firm will have the option to execute a new agreement for the new awarded IDIQ Commissioning (Cx) Service by accepting the award and then canceling the existing award for IDIQ Structural Engineering Services, RFQ769-25-1002AW or refuse acceptance of the new award IDIQ Commissioning (Cx) and keep the existing award, IDIQ Structural Engineering.

Bottom line is the Owner will only allow a firm to have (1) IDIQ Agreement for (1) service and not multiple.

4. What is the minimum HUB participation required under this IDIQ?

ANSWER: A HUB Subcontracting Plan (HSP) is not required with the submission of qualifications to this RFQ as noted on pdf page 8, form 002400-5 of the solicitation documentation.

However, when an awarded (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 this solicitation pertains to an IDIQ (Indefinite Delivery/Indefinite Quantity contract). As projects are identified and scopes developed, a qualified firm will be contacted. At that time, the owner will be able to identify potential HUB subcontracting opportunities and an HSP will be requested. For further information please contact UNT System HUB Department at HUB@untsystem.edu.

5. Is the owner's intent to hire a single firm or multiple firms under this contract?

ANSWER: As noted within the solicitation owner intends to select firm(s) as a result of the RFQ (reference form 001100, pdf page 2) based upon qualifications provided of the criteria required within the Solicitation Documentation and that of the Evaluation Criteria.

6. Does UNTS require resumes for all proposed team members or only key personnel?

ANSWER: Please proceed to review all solicitation documentation for instruction of required submittal (response) information. Specifically, within Section II, Submission Requirements, 2. Description of the Team (Responses should include etc.), 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. Reference solicitation document 002400-3 form, pdf page 6.

7. Is table format, graphics, and pictures acceptable to display information?

ANSWER: Yes, but please be advised that that responses must be limited to no more than twenty-five (25) pages. Covers, table of contents and divider tabs will not count as pages, provided no additional information is included on those pages (of how work will be performed). Cover letter will not count as part of the twenty-five (25) pages as long as the cover letter does not include information on how the work will be performed. All documents should be portrait style, and submitted in 8 1/2" X 11" page size.

Reference screen shot below of solicitation document, form 002400 – 5, pdfg page 8.

VI. Selection Process/Description of Process

The selection process starts after the RFQ is posted on the Electronic State Business Daily on the date listed in Selection Schedule. Following this stage, the selection process is as follows:

1. Qualifications are due on or before 2:00p.m. (CDT) on May 30, 2025. Responses must be limited to no more than twenty-five (25) pages. Covers, table of contents and divider tabs will not count as pages, provided no additional information is included on those pages. Cover letter will not count as part of the twenty-five (25) pages as long as the cover letter does not include information on how the work will be performed. All documents should be portrait style, and submitted in 8 1/2" X 11" page size. Responses received that are late

or exceed the number of pages listed above will not be accepted. QR codes are not allowed as part of your response and may dis-qualify your response. Please submit your response through the Jaggaer link at:

8. Does UNTS require resumes for sub-consultants?

ANSWER: Sub-consultant resumes are not a requirement, but it may be best that the firm provide a list of proposed sub-consultants within the response. Also, it is best practice that the firm identify which services the organization can provide direct (self-perform) and which services a sub-consultant would be utilized.

9. Please clarify if Building Enclosure Commissioning (BECx) is part of the IDIQ scope of work?

ANSWER: No, owner currently has active IDIQ Agreements in place for Building Envelope Commissioning (Cx) and Roofing System Installation, Observation, Inspection and Reporting Services (RSIOIRS).

10. Is monitoring base commissioning part of the IDIQ scope of work?

ANSWER: No.

11. Is Key Personnel Commissioning (Cx) Certificates required as part of the IDIQ package?

ANSWER: No.

Please keep in mind that as per the solicitation document form 002400 – 2, Administrative and Contractual Requirements, item 2, pdf page 5, all Commissioning (Cx) services must be performed by professionals meeting qualifications defined by the Texas Higher Education Coordinating Board (THECB) and industry certifications such as Certified Commissioning Professional (CCP), Building Commissioning Professional (BCxP), or equivalent.

12. Related to RFQ769-25-1003AW, will this Commissioning (Cx) IDIQ also include Testing, Adjusting, and Balancing (TAB) services for all campuses as well? Or will Testing, Adjusting, and Balancing be a separate solicitation?

ANSWER: The scope of work does not include Testing, Adjusting, and Balancing (TAB) Services. However, at times an IDIQ Service Order may require this related (TAB) coordination/service. This information is listed within the solicitation documentation on form 002400 – 3 (pdf page 6), Section I, IDIQ Professional Services, C, Flexibility for Related Services, (a). Also, the owner does not currently have a separate Professional Services Agreement for Testing, Adjusting, and Balancing (TAB) services.

13. Page 4 paragraph 2 indicates the bidder shall perform “full bidding commissioning”. Will Building Enclosure commissioning services be included?

ANSWER: No. Owner currently has active IDIQ Agreement(s) in place for Building Envelope Commissioning (Cx) and Roofing System Installation, Observation, Inspection and Reporting Services (RSIOIRS).

14. Regarding response format, Section II titled "Submission Requirements" contains multiple items to answer within it. Section III is titled, "Relevant Experience and Capabilities" also contains multiple items to answer within it? Does UNTS prefer that the firm answer Section II (all items contained therein) in order first then followed by Section III's information, or is the intent for respondents to provide answers to Section III within the response to Section II?

ANSWER: It is best practice to provide the information within the response in the same order as listed / requested within the solicitation documentation.

The firm may construct the response to all criteria listed in the same chronological sequence displayed within the solicitation as is best for the reader to easily identify and follow.

15. On page 7, under Section III, Relevant Experience and Capabilities, item 1 includes sub-item G, Construction Cost Data, request contract cap, annual volume, and contract term for each of the five (5) highlighted projects. Item 2, then separately requests similar information specific to previous or current IDIQ contract experience. Additionally, item 3 requests information of other projects relevant to the project scope and for each Commissioning (Cx) Team member, including project names, sizes, dates, and owner contact information.

Please clarify the questions below?

Should item 2 be presented as a separate section focused solely on IDIQ contract history, or is intended to be part of the same response as the projects listed under item 1?

ANSWER: It is best practice to provide the information within the response in the same order / chronological sequence as is listed / requested within the solicitation documentation. The firm may construct the response to all criteria listed in a matter that is both easy for the reader to identify and follow.

Should item 3 be presented separately for each team member, or can that information be integrated into item 1 project descriptions?

ANSWER: *In addition to the response directly above, it is best that the submittal provides all the requested information as is listed within the solicitation documentation though some information may appear to be repetitive and or overlap. Please keep in mind that item 3 of Section III, Relevant Experience and Capabilities, refers to all other projects relevant to the project scope and for each (proposed) member of the Commissioning (Cx) Team (as appropriate), provide a list of assignments/project names, specific project sizes etc., which further illustrates experience and capabilities relevant to this IDIQ (reference form 002400 – 4, pdf page 7).*

16. On page 6, under firm data, it requests to provide “Biography including education, training experience, and licensed engineers who will provide services to the UNTS”. Given the page limitations, is it okay to provide this information in the resume section instead?

Let me know if I am misunderstanding the intent of the request.

ANSWER: *The firm may construct the submittal by providing all the requested information in a manner that is both easy to follow and identifiable for the reader.*

Please keep in mind that, responses must be limited to no more than twentyfive(25) pages. Covers, table of contents and divider tabs will not count as pages, provided no additional information is included on those pages. Cover letter will not count as part of the twenty-five (25) pages as long as the cover letter does not include information on how the work will be performed. All documents should be portrait style, and submitted in 8 ½” X 11” page size (reference form 002400, pdf page, 8 of the solicitation documents).