

UNT SYSTEM™

Strategic Infrastructure,
Planning & Construction

DATE: March 14, 2025
TO: Potential Respondents
FROM: Aurika Weaver-White – Construction Solicitation Coordinator
SUBJECT: Questions #1
RFQ769-25-1001AW
IDIQ – Landscape Architectural Services

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

1. We are a HUB/DBE/MBE firm that provides irrigation design services. We are typically part of an overall team for this type of RFQ. Is it possible to submit qualifications as a single entity for irrigation design services only?

ANSWER: *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.*

While sub-consultant resumes are not a requirement the firm may submit a list of proposed sub-consultants within the response.

2. Is it 25 numbered pages, or 50 numbered pages (25 pages front and back)?

ANSWER: *Responses are limited to no more than twenty-five (25) pages total. Double-sided pages are not acceptable. 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 on 8 ½” x 11” page size. Responses that are received late (due date is March 25, 2025, no later than 2:00p.m. CDT) or exceed the number of pages listed above will not be accepted. This information is listed within the solicitation documentation and maybe found on form 002400 – 4 and 5, pdf pages (7 – 8), Selection Process/Description of Process, Section 1. It is best that the firm’s response adheres to the instruction provided within the solicitation.*

3. The link to submit responses is showing an error message. Can you please confirm the bidsite that we are supposed to upload responses to?

ANSWER: All responses to this solicitation, RFQ769-25-1001AW, must be submitted electronically through Jaggaer at the link provided below:

<https://solutions.scquest.com/apps/Router/SupplierLogin?CustOrg=UNTS&tmstmp=1633981687779>

In order to submit proposal electronically, Proposer must have a working, registered username and password to login.

If this is the first time Proposer has attempted to to submit a response electronically, please register at:

<https://solutions.scquest.com/apps/Router/SupplierLogin?CustOrg=UNTS&tmstmp=1633981687779>

Please reference solicitation documentation form 002400 – 5, pdf page 8, for for instruction with submission of response.

If problems persist, please contact Jaggaer IT Support and your firm's IT Department.

4. The 25 page maximum excludes Divider Tabs provided no additional information is included on those pages.

If the Divider Tab displays an image with a basic caption (name of project, location) would that count as additional information and therefore count towards the 25 page maximum?

ANSWER: The divider tabs portraying an image with basic caption information such as name of project and location/address may not count towards the 25-page total limit as long as the divider tabs does not display any information pertaining to how the work will be performed. Please reference solicitation documentation form 002400 – 4 and 5, pdf pages (7 – 8), Selection Process/Description of Process, Section 1.

It is best that the firm's response adheres to the instruction provided within the solicitation.

5. We are preparing to submit the firm's response for RFQ769-25-1001AW, UNT System IDIQ Solicitation for Landscape Architecture, and wanted to confirm that

the firm should include all of the firm data (1A – D) for both Prime and for sub-consultants on the proposed team.

Reference screenshot below of solicitation document 002400 – 2 and part of 002400 – 3, pdf pages (5 – 6).

Submission Requirements

The responses should address each of the following areas in the same order in which they are set forth below:

1. Firm Data
 - A. General Qualifications
 - B. Name and Address(es) of each key sub-consultant firm proposed for the team
 - C. Firm profile, i.e.:
 - vii. Length of time performing services
 - viii. Type of firm (Partnership, Professional Corporation, etc.)
 - ix. Firm history
 - x. Firm size (professionals by discipline), current and one (1) year ago
 - xi. Areas of specialty/concentration: Focus on any previous IDIQ contract or program work the firm has performed and types of individual projects.
 - xii. Firm Age
 - xiii. Biography including education, training experience and licensure engineers who will provide services to the UNTS.
 - D. 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.
2. Description of the Team:

Responses should include all key team members and sub-consultants for Landscape Architectural Services.

 - A. **Identification of the single point of contact for the Landscape Architectural 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

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- D. Resumes for each key individual proposed to be on the team and identification of that person's role,

ANSWER: *Submission Requirements, item 1 (A -D) refers to Firm Data. The firm's response should address the areas of requested information as displayed within the solicitation as it refers to the firm.*

Item 2, Description of the Team, requests the firm's response to identify all key team members and sub-consultants proposed for Landscape Architectural Services.

It is best that the firm's submission address each category of information supplied as Section 1, Firm Data refers to the firm's (or prime's) information and does request name and address of sub-consultant firm proposed for the team (subsection B). While Section 2 (Description of the Team), does request both key prime team members and that of sub-consultant information.

6. Within the solicitation documents under Submission Requirements of Section 1, subsection C, xiii, it states "Biography including education, training experience and licensure engineers who will provide services to the UNTS."
Should that say "Licensure of Landscape Architects" instead of Engineers?

ANSWER: Correct. Submission Requirements, Section 1, Firm Data, subsection C, Firm profile, xiii, statement should reflect Biography including education, training experience and licensure architects who will provide services to the UNTS. In reference to form 002400 – 2, pdf page (5).

7. Within section 1, Firm Data of Submission Requirements, B, it asks for Sub-Consultant information. The firm provides Landscape Architecture, Architecture and Irrigation Design services in house. Based on the scope provided the firm can generally handle the required scope in house. The organization is curious as to what other sub-consultant services are anticipated? Civil, MEP, Structural, etc.?

ANSWER: At this time there are not any sub-consultant services anticipated as it pertains to this solicitation other than what is provided within the Scope of Services listed within the solicitation documentation on form 002400, pdf page (4). The firm may identify within the response what services of the scope it proposes to self-perform and the services it plans to sub-consult.

Keep in mind that this Request for Qualifications pertains to an Indefinite Delivery Indefinite Quantity (IDIQ) Agreement and the details of projects(s) / specific scope information is unknown at this time.

Therefore, UNTS is unable to identify the possibility of of the utilization of of sub-consultant services as the Owner currently has various IDIQ Agreements in place such as for Civil Engineering, MEP, Structural and other professional services.

You may find a comprehensive list of IDIQ Services that UNTS has under contract via the UNTS Website provided below:

<https://www.untsystem.edu/offices/strategic-infrastructure/idigjoc.php>

8. On pdf page (4) of the RFQ documents, third paragraph it states, " Civil Engineering Design Services must be provided by professionals with the credentials outlined below as required by the Texas Higher Education Coordiation Board (THECB)".

ANSWER: Document 002400 pdf page (4), third paragraph, this statement should read Landscape Architecture Design Services must be provided by professionals with the credentials outlined below as required by the Texas Higher Education Coordinating Board (THECB).

9. Under the Firm Data (1.C.xiii), it states to include the Biography including education, training experience and licensure engineers who will provide services to the UNTS. White in Description of the Team (2.D), it says the firm must submit 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. Are both the same information that the firm must provide? Can the firm combine the information?

ANSWER: As per Submission Requirements, Section 1, Firm Data, subsection C, Firm profile, xiii, statement should read as follows: Biography including education, training experience and licensure architects who will provide services to the UNTS.

This is addressed in a previous question and answer selection.

Regarding solicitation documentation 002400 – 2 form, pdf page (5), Submission Requirements, Item (1), Firm Data, Section (C) Firm Profile, specifically vii, Biography including education, training experience and licensure architects 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 architects who will provide the requested scope of services listed within this solicitation. Regarding resume submission information for each individual proposed to be on the team, referencing item (2) Description of the Team within Submission Requirements, D., on pdf page (6), it is recommended to proceed with listing all the required information identified within this section such as identification of person's role, number of years with prime firm, explanation of person's role in each stage of the process and relevant education and registration.

10. The RFQ states that the responses should address each of the following areas in the same order in which they are set forth below (reference screen shot below of solicitation documentation, Submission Requirements).

Submission Requirements

The responses should address each of the following areas in the same order in which they are set forth below:

1. Firm Data
 - A. General Qualifications
 - B. Name and Address(es) of each key sub-consultant firm proposed for the team
 - C. Firm profile, i.e.:
 - vii. Length of time performing services
 - viii. Type of firm (Partnership, Professional Corporation, etc.)
 - ix. Firm history
 - x. Firm size (professionals by discipline), current and one (1) year ago
 - xi. Areas of specialty/concentration: Focus on any previous IDIQ contract or program work the firm has performed and types of individual projects.
 - xii. Firm Age
 - xiii. Biography including education, training experience and licensure engineers who will provide services to the UNTS.
 - D. 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.

Does the firm have to follow the exact order even if it's a sub-category? Can the firm reorganize the sequence for the firm profile requirement?

ANSWER: It is best practice to provide the requested information within the firm's response in the same order as listed / requested within the solicitation documentation. The firm may construct firm profile information in the same chronological sequence as displayed within the solicitation documentation as is best for the reader to easily identify and follow.

11. Does UNTS have a preferred HUB vendor list that they can provide the firm to help facilitate the firm's HUB Subcontracting Plan (HSP)?

ANSWER: A HUB Subcontracting Plan (HSP) is Not required for the submission of qualifications in response to this solicitation, RFQ769-25-1001AW – IDIQ, Landscape Architectural Services. However, it is the policy of the Owner to promote and encourage contracting and subcontracting opportunities for HUB in all contracts. Therefore, as noted within the solicitation and the attached sample contract (provided with the solicitation documents), when a qualified (awarded) firm is selected for a project, the firm will then be required to provide a HUB Subcontracting Plan (HSP) for the intended subcontracting opportunities for the project.

If a firm is awarded a contract resulting from this solicitation and selected for a project proposal the awarded firm may contact UNTS HUB Department at HUB@untsystem.edu for assistance with submission of HSP.

12. Since the specific scope of the projects under this IDIQ is unknown, what type of consultants does UNTS anticipate requiring for the landscape architect to include in the response (e.g., Civil Engineering, Structural, Irrigation Specialists)?

ANSWER: It is best that the firm identify within the response which services the firm will self-perform and which services the firm will sub-consult. While sub-consultant resumes are not a requirement for this solicitation the firm may provide a list of proposed subconsultants within the response to this solicitation.

Also, please be advised that this Request for Qualifications pertains to an Indefinite Delivery Indefinite Quantity (IDIQ) agreement and the details of project(s) / scope information is unknown at this time. Therefore, UNTS is unable to identify the possibility of the utilization of sub-consulting services as the Owner currently has various IDIQ Agreements in place for such services as Civil Engineering, MEP, Structural and other professional services.

You may find a comprehensive list of IDIQ Services that UNTS currently has under contract via the UNTS Website provided below:

<https://www.untsystem.edu/offices/strategic-infrastructure/idiqjoc.php>

13. For sub-consultants, should the firm include resumes for app proposed team members or just the prime firm's key personnel?

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

Also, within the solicitation documentation on pdf pages (5-6), form 002400 – 2 and 002400 – 3, 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).