



Brooks Development Authority  
Request for Qualifications (RFQ)  
General Engineering Consulting Services  
Bid #07072014-005  
Questions

---

1. Regarding the Table under Relevant Experience in Section 2 of Appendix. A – Contractor’s Vendor Profile: Question – if the Respondent is an Engineering Consultant firm, does BDA want the firm to provide information under the columns for “Original Contract Amount” and “Final Contract Amount” to pertain to:
  - a. The ‘Construction” Contract amounts related to the firms projects listed in the table?,  
or
  - b. The firms ‘Professional Services Fee’ Contract amounts related to the projects listed in the table?

**ANSWER: The construction contract amounts.**

2. Under Section IV, para 1, the required font ‘size’ is specified as 12 pt, but no font ‘type’ is specified. Question - Does BCB require a certain font ‘type’?

**ANSWER: There is no required font type; however it must be legible.**

3. Under the “Executive Summary” section, it is clearly understood the definition of “Respondent” and “sub-consultants” and what information is being requested. Under the “Criteria 1” section, in both paragraphs 1. and 2., the word “firm” is used to reference the entity for the information that is requested. Question – Is the use of the word “firm” to mean the “Respondent” only, or is it meant to include both “Respondent” and “sub-consultants” for the information requested in both paragraphs 1. and 2. of this section?

**ANSWER: The use of the word firm means the Respondent only.**

4. Will each of the Respondents’ sub-consultants who are identified in the Proposal submittal be required to complete and sign the Ethics Disclosure form and the CIQ form, Appendix G?

**ANSWER: Only the Respondent must complete the forms.**

5. Can the GEC, being the overall manager of the different engineering consultants, also act in a civil engineering design capacity?

**ANSWER: Yes**

6. Will BDA be issuing a future RFQ for on-call Civil Engineering services, or will this GEC contract act as selection of the engineering consultant pool?

**ANSWER: No, we are anticipating for the GEC to provide a team of Engineers from which to select.**

7. What coordination will the selected GEC have with the to-be-selected Project Management and Construction Management prime firm?

**ANSWER: Coordination will take place between the GEC, the selected Project Management Firm and Brooks Staff.**

8. For Criteria 1 Relevant Experience, is the BDA looking for demonstrated experience in program management or in civil design and construction management?

**ANSWER: Experience in Civil Engineering.**

9. For Criteria 2 Work Plan, can BDA please clarify the incorporation of this section into the final contract? Should an overall organizational chart be given with all the team members? Is there a defined project scope of work to accurately apportion percentage of work to sub-consultant firms?

**ANSWER: Provide a work plan that provides the process and/or procedures the GEC will use to distribute/allocate projects to the listed team members. No, there is no defined project scope of work.**

10. For Criteria 3 SBEDA, can the BDA please clarify the relationship between the points listed and the % goals? Is attainment of 31% MBE for the project team worth 1 of 20 available points? Can the prime GEC firm self-perform?

**ANSWER: See attached document.**

11. Will being selected as a GEC or being a sub-consultant on a selected team for this RFQ preclude a firm from being a sub-consultant on a selected Project Management / Construction Management Services team?

**ANSWER: NO, However if you are a selected to a project for engineering services you cannot be selected as a Project Manager or a Sub-Consultant for a Project Management Service team on that same project.**

**Question 10:**

Compliance with BDA SBEDA Goals (Evaluated by Accounting, Procurement, & Contracts Coordinator)
<b>1 . DBE or HUE (5 points):</b>
SBE AABE DIBE DBE MBE WBE
<b>2. LBE (10)</b>
<b>3. Meet or exceeded SBEDA Criteria(s) (5 points)</b>
SBE AABE MBE WBE GFE
<b>TOTAL SBEDA CRITERIA (20 points)</b>
1. To be awarded the 5 points for a DBE or HUE, the Respondent must be a DBE or a HUE plus on or more of the listed certifications.
2. To be awarded the 10 points for a LBE a Respondent must be headquartered or have a significant presence for at least one year within the Relevant Marketplace, defined as: an established place of business in one or more of the eight counties that make up the San Antonio Metropolitan Statistical Area (SAMSA), from which 20% of its full-time, part-time and contract employees are regularly based.
3. To be awarded the 5 points for the SBEDA criteria, the Respondent will receive one point for each of the goals they have met (i.e. 50% SBE Goal - 1 point, 2.2% AABE - 1 point, etc.).