



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

1. What is the DBE goal?

ANSWER: There is no DBE goal; however a firm can receive points on the Good Faith Effort Plan if they are a DBE.

2. Are the cover letter, table of contents, and executive summary excluded from the 15 page limit?

ANSWER: The cover letter and table of contents are excluded from the 15 page limit. The Executive Summary is not.

3. Please confirm Appendix J – Retainage and Final Payment is not a requirement.

ANSWER: There is not an appendix for Retainage and Final Payment. Please see attached revised Table of Contents and Proposal Checklist.

4. The Information to provide on the outside of the envelope is indicated in two locations in the RFQ (see page 2 and page 6). The information provided in those two locations are not exactly the same. In our efforts to follow the RFQ instructions thoroughly and accurately, we want to assure our Proposal submittal meets all the RFQ requirements. Can you please clarify exactly what information BDA wants to be placed on the outside of the sealed proposal envelope?

ANSWER: Please place the following information on the outside of the sealed proposal:

**Brooks Development Authority – Bid 07072014-005
RFQ for General Engineering Consulting Services
Attn: Accounting, Procurement, & Contracts Coordinator
3201 Sidney Brooks
San Antonio, TX 78235**

5. Does the BDA require an official designation as an LBE or is it sufficient for the proposer to demonstrate that the firm is headquartered or having 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?

ANSWER: No, LBE designation is verified via the address of the Respondents headquarters and the Google map that is requested in Appendix A.

6. For selection criteria No. 3 (SBEDA), if a proposer submitting as the lead does not have a certain certification, will the proposer still obtain the points for having a team member with the certification.

ANSWER: The Prime Respondent (lead proposer) will receive a percentage of the total points depending on how much of the project is assigned to the team member(s) with the certifications.

7. The “Table of Contents” and “Proposal Checklist” list of appendices is different from those included in the RFQ, can you please indicate which is correct.

ANSWER: See Question 3.

8. RFQ SBEDA Certifications calls for HUE (Historically Underused Enterprise), is this the same as certified HUB (Historically Underutilized Business)?

ANSWER: No, a HUE is defined as a certified SBE which is a corporation, partnership, sole proprietorship, or other legal entity that also qualifies as a Minority-Owned Business (MBE), Woman-Owned Business (WBE), or African American-Owned Business (AABE).

9. Can an organizational chart be turned in on an 11x17 sheet?

ANSWER: Yes.

10. Does the organizational chart text need to be font size 12?

ANSWER: No.

11. If we are an SBE certified firm but are not an LBE (we are local but not 20% local), does our SBE certification still count toward the goal for teaming with other firms or if we decide to prime?

ANSWER: Yes, the SBE certification will count toward the goal.

12. On the Relevant Experience Table located in the Vendor Profile, please clarify what you are looking for in the columns labeled Type of Contract and Project Type. These two titles seem similar.

ANSWER: Brooks City Base is looking for work performed on similar projects (i.e Defense Base Authorities, Public Entities, Campus like projects, etc.).

13. Also, what does the asterisk indicate on the Project Type column? There is no key indicating what the asterisk means.

ANSWER: Please disregard the asterisk. It is a typographical error.

14. "What specific 'environmental' services can be reasonably anticipated under this contract?"

ANSWER: Environmental surveying services.

REVISED TABLE OF CONTENTS

I.	GENERAL INFORMATION	5
II.	SCOPE OF WORK	5
III.	SCHEDULE	5
IV.	PROCEDURES FOR SUBMISSION	6
V.	PREPARATION OF PROPOSALS	6
VI.	RFQ REQUIREMENTS AND SELECTION PROCESS	7
VII.	INQUIRIES	11
VIII.	STANDARD TERMS AND CONDITIONS	11
IX.	SPECIAL TERMS AND CONDITIONS	14
	o Appendix A – Contractor’s Vendor Profile	18
	o Appendix B – Scope of Work	23
	o Appendix C - Confidentiality Statement	25
	o Appendix D – Insurance Requirement Affidavit	27
	o Appendix E – Proposal Affidavit	34
	o Appendix F– Small Business Economic Development Advocacy (SBEDA) Requirements	35
	▪ Historically Good Faith Effort Plan	37
	o Appendix G – Ethics Ordinance Required Disclosure	40
	o Appendix H – Debarment and Suspension Certification	44
	o Appendix I – Indemnification Requirements	46
	o Appendix J – Addendums	47
X.	PROPOSAL CHECKLIST	48

REVISED PROPOSAL CHECKLIST

Be sure to include the following items:

- One (1) hard copy of the proposal (including appendices A-J) in a three ring binder. BDA requests that appendices not be manipulated with software. Typed or handwritten appendices are acceptable; and
 - Appendix A – Contractor’s Vendor Profile;
 - Appendix C – Confidentiality Statement;
 - Appendix D – Insurance Requirement Affidavit;
 - Appendix E – Proposal Affidavit;
 - Appendix F– Small Business Economic Development Advocacy (SBEDA) Requirements;
 - Historically Good Faith Effort Plan;
 - Appendix G – Ethics Ordinance Required Disclosure;
 - Appendix H – Debarment & Suspension Certification
 - Appendix I - Indemnification Requirements;
 - Appendix J – Addendums
- One (1) CD-Rom or USB drive containing the proposal (**without appendices**) which specifically address the criteria as referenced on page 8; limited to 15 pages (**Do not include copies of the Appendices on the CD-ROM or USB drive. It is the responsibility of the bidder to ensure that all copies of the CD-ROMS or USB drives are readable and not corrupt**).