



Brooks Development Authority  
Request for Proposals (RFP)  
Project Management Services  
Bid #07072014-006  
Questions

---

1. What is the anticipated budget on this project?

**ANSWER: There is no anticipated budget, as there are no projects tied to this RFP. The purpose of the RFP is to select a one or more firms to provide the services when needed.**

2. Page 19 of the RFP – questions 1.5 and 1.6 ask for Google map images of our corporate headquarters and San Antonio Branch Office. There is not enough room to make the Google map legible since you stated you did not want us to manipulate the page. If we try to place a Google map image next to the question, it won't be large enough to read. If we provide the addresses of these offices, will that suffice? Or do you want the maps on a separate page following that question?

**ANSWER: Please provide the maps as a separate page following the questions.**

3. On pages 16 and 17 of the RFP, it appears that some information has been left out. Page 16 ends with a section labeled "h". And Page 17 starts with "b". Is there information missing there?

**ANSWER: No, letter h on page 16 is the end of section 3(a) Debarment. The letter b on page 17 pertains to Section IX, Number 3 Other Awarded Contractor Requirements (as applicable):**

**IX. Special Terms and Conditions**

1. **Contract Terms**
2. **Contract Labor**
3. **Other Awarded Contractor Requirements (as applicable)**
  - a. **Debarment;**
  - b. **Safe Working Area (page 17);**
  - c. **Maintaining Safe Work Environment.**

4. Are the cover letter and Table of Contents counted in the 15-page maximum?

**ANSWER: No.**

5. On Page 21, question 2.1, there is an experience list. Can we recreate that on a new page and make it larger? If we try to fill in the blanks at the size in the RFP the responses will be illegible.

**ANSWER: Yes, you may recreate the document as a separate page and include it behind page 21.**

6. The scoring criteria in page 7 doesn't match the subsequent descriptions in pages 8-9. For example, in page 7 "Relevant Experience" scores 30 points while in page 8 it scores 40 points. Please clarify.

**ANSWER: Please see Addendum #2.**

7. Is this for a particular project or will this be on an as needed basis?

**ANSWER: See Question #1.**

8. In order to complete Appendix E, Exhibit 1, Criteria 2 and answer question 1.8 on page 19 of the RFQ regarding an Organization Chart, can you provide a listing of the types of projects that would fall under this contract? Or, can you give us an idea of typical project scopes in order for us to determine the number and type of personnel to assign to this contract?

**ANSWER: All vertical and horizontal campus projects.**

9. Are the points allocated in the evaluation criteria awarded based on the prime contractor, or the prime contractor and consultants/subcontractor?

**ANSWER: The points are allocated to the Prime and the Consultants/Subconsultants (subs). If the Prime is certified they will receive full points for their certifications and a percentage of points for the subs.**

10. For the points associated with criteria 3 - SBEDA, can a firm be awarded points for multiple categories? In other words, if the firm is an SBE, MBE, LBE & WBE, would they receive all 13 points?

**ANSWER: Yes, a firm can be awarded points for multiple categories. A firm that is a SBE, MBE, LBE, & WBE would be awarded 18 points.**

- a. If your consultants/subcontractors are LBE's, would you receive credit for all 10 LBE points?

**ANSWER: If the Prime is not a LBE and the subs are LBE's then the Prime would receive a percentage of the LBE points based on the percentage of the RFP awarded to the subs.**

- b. On page 39 of RFP, section A, it states that you will receive LBE credit for the percentage of work performed by your local subcontractor participation. Where do we indicate their % of work? Also, in order to determine the % of participation, we need to know the scope of work. Their % participation will vary by project type.

**ANSWER: The subcontractors would be listed on the Good Faith Effort Plan located on page 40 of the RFP. There is not a particular scope of work for this RFP, it is to select a team to provide the services when needed. The Respondent needs to estimate the percentage of work each sub may provide.**

- c. On page 39 of RFP, section B, does the 5% points for DBE apply to sub-contractors on the team?

**ANSWER: The subs would receive a percentage of the points depending of the estimated percentage of work each sub may provide.**

11. In 2013, Brooks Development Authority issued an RFQ for PM/CM services (Bid #01232013-004). Who was the firm selected for this contract?

**ANSWER: Project Control of Texas, Inc.**

- a. This same RFP allows for an extension of (3) successive (1) year periods. Why was that contract not extended?

**ANSWER: Bid #01232013-004 RFQ for Project Management/Construction Management Services was for a particular project. If the contract for this RFQ is extended it would only pertain to the project that it was awarded. The RFP released on July 7, 2014 (bid #07072014-006) is for project management services on an as needed basis and is not tied to a particular project.**

12. Have the construction firms for the upcoming projects mentioned in this morning pre-bid been selected yet or are you in the process. If not do you expect the rfp's to be released in the near future?

**ANSWER: No, the construction firms have not been selected. Bids for the construction services will be solicited at a later date.**

13. Are there any estimated costs associated with the Management-Construction Management Services?

**ANSWER: Please see question #1.**