



Brooks Development Authority
Request for Qualifications (RFQ)
Civil Engineering Services
Bid #03282013-009
Questions

1. Can a Prime self-satisfy for the SBEDA Goals (e.g. Prime is SBE and could cover 50% of the work) or do the Goals only apply to sub-consultants?

ANSWER: Yes, the SBEDA Goals apply to both the Prime and the Sub-Consultants. A Prime can self-satisfy the SBEDA Goals.

2. Which forms/RFQ categories (e.g. Litigation Disclosure 1.11, Experience 2.1, Letters of Reference 2.3, Certification Questions 2.5, Appendix C, Appendix G, CIQ Form) do you require from the sub-consultants?

ANSWER: Please reference Section VI, Section B-4, regarding subcontractors.

3. Please confirm the qualifications deadline. It is listed as 10AM 4/30/13 on pages 2,3, & 6 and 10AM 5/1/13 on page 5.

ANSWER: See Addendum I.

4. Please confirm the question deadline. It is listed as 10AM 4/24/13 and 10AM 4/22/13, both on page 5.

ANSWER: See Addendum I.

5. Please clarify what is to be included in the 15-page proposal. Are resumes included in the 15-page limit?

ANSWER: Yes.

6. On page 8, Criteria 1 - Relevant Experience / Personnel, 1.a.iv., please clarify what you mean by "Project Interpretation?"

ANSWER: Project Interpretation refers to the Respondents ability to interpret the Scope of Work of the RFQ.

7. Regarding page 6, number 2: One complete copy of Appendices A-J should be included in the three ring binder. BDA requests that appendices not be manipulated with software. Typed or handwritten appendixes are acceptable. Can we place the completed PDF document within our header and footer of our proposal to keep layout consistency?

ANSWER: If it requires manipulating the documents, No.

8. Do the sub consultants need to complete any of the appendices A-J?

ANSWER: See Question #2.

9. Throughout the RFQ its states that the BID # is 03282013-009 but p. 3 it has it as Bid 03282013-008. Is 009 correct?

ANSWER: The bid number is 03282013-009.

10. P. 7, Does the executive summary count towards the page limit?

ANSWER: No.

11. P. 9, Criteria 2 and Criteria 3, these two sections are not counted toward the page limit because they are appendixes, is that correct? Or do we need to provide other information?

ANSWER: Yes, that is correct.

12. P. 10 starts off with #2, and is missing #3, is there page missing?

ANSWER: No, it is a typographical error.

13. You have two Appendix A sections?

ANSWER: It is a typographical error.

14. Are we suppose to submit "Appendix A" Scope of work? In the RFQ it states that a complete copy of Appendices A-J should be included in the three ring binder, p. 6 IV Procedures... #2.

ANSWER: Please submit the packet as outlined in the proposal.

15. Appendix H is listed on p. 43 instead of p.44, same goes for Appendix I, Appendix J, & Proposal Checklist, will you be correcting those?

ANSWER: No.

16. Should we submit Vendor RFQ Checklist or is this just for our reference?

ANSWER: The Vendor Checklist is a reference tool for the Respondent and does not need to be submitted.