



Brooks Development Authority
Request for Qualifications (RFQ)
Architectural Services
Bid #04192018-002
Questions

1. Would you have a moment that we could speak so I could get some clarity on the intent? I may have misread but it appears that you may be asking for an on-call architect to select additional entities for the various projects. Or rather do you already have the GAC on board that will be distributing the work efforts for individual project and this RFQ is to develop a listing of those potential firms.

ANSWER:

Brooks does not have a General Architectural Consultant (GAC) under contract. The purpose of this RFQ is to select multiple teams of consultants lead by a GAC/ Prime to enter into a contract with. The selected GAC will be the primary contact for appropriate staff at Brooks. The GAC will receive various task orders from Brooks and decide to assume or delegate the task. It is the responsibility of the GAC to select the sub consultants for this submittal who will fulfill the scope described in the RFQ.

2. We do not currently carry any designation for SBE although we likely would classify as such. That seems to be a significant part of the evaluation criteria and there likely is not sufficient time to go through that registration process and get approved as we have researched the certification agency criteria relative to your submission deadlines.

ANSWER: A firm does not have to be certified to receive SBEDA credit. The firm can earn credit with the establishment of a team including certified firms.

3. I would like to confirm that your RFQ is requesting the following SWMBE/HUB Participation: RFQ #04192018-002 – Contract Participation goals are 50% SBE, 31% MBE, 10% WBE and 2.2% AABE. Are the goals cumulative for all of the work - or any portion of participation? In other words, if we need to have all of that participation -that would equal 93.2% of the work...Is that the intent?

ANSWER: We are asking that the firm provide a Good Faith Effort to meet all the goals cumulatively. For example: If Company XYZ is a SBE, MBE performing at least 50% of the project they would receive points for meeting the SBE and the MBE Goal. If Company XYZ then subcontracted 2.2% or more of the work to

Company ABC who is a SBE and AABE; Company XYZ would receive points for meeting the AABE Goal.

4. There is some confusion in our understanding of the purpose of the RFQ. Who is the GAC? Is this RFQ to select the GAC?

ANSWER: SEE ANSWER # 1

5. Does Brooks Development Authority intend to hire the several smaller firms as a part of the RFQ as well as a GAC?

ANSWER: SEE ANSWER # 1

6. What is the intent of the “Smart Cities” component of the RFQ? Conceptual, Analytical or implementation of “Smart City” technologies within the overall project area?

ANSWER: Brooks is seeking a consultant who has experience and knowledge in regards to “Smart Cities” technologies for future implementation. In addition, Brooks has been identified as an Innovation District by the City of San Antonio and will be involved in the process of proving various technologies within our property boundary.

7. The RFQ states that this is for architecture only and in case of a building project – we would need to have consultants. Should we show our consultant team as well?

ANSWER: Yes

8. Does this table need to be filled out for every firm/sub-consultant that is part of the team, or only for the Prime?

ANSWER: The Vendor Contact Information Table only needs to be completed for the Prime Firm.

9. Does the copy of the W-9 count towards the 25 page count limit?

ANSWER: No, the W9 will not count toward the page limit.

10. Are all the services listed on the second paragraph (master planning, land-use planning, sustainable design, historic structure reports, building scope development, construction management and inspections, landscape design, Telecom/Data, materials testing, MEP, and structural) required to be incorporated into the team?

ANSWER: Yes.

11. On the table provided, column 2 “EST. PERCENTAGE/DOLLAR AMOUNT” – Is this for the percentage of work to be carried out per firm and the related estimated cost to carry out that work? Would these numbers be a rough estimate?

ANSWER: The Est. Percentage/Dollar Amount is where the percentage of work allocated to each sub-consultant would be added (dollar amounts are not required). For Example: The Prime Firm anticipates allocating 31% to Firm ABC).

12. On the table provided, column 3 “DBE (Y/N)” – Does DBE stand for “Disadvantaged Business Enterprise”?

ANSWER: Yes.

13. What if the Prime is not certified by SCTRCA but other members of the team are?

ANSWER: The Prime can achieve SBEDA credit for the percentage of services allocated to the sub-consultants. For example if a sub-consultant is a SBE and MBE and the Prime allocated at least 31% to that sub-consultant; the Prime would receive credit for MBE participation.

14. Does providing each individual firm’s SCTRCA Certification number provide enough proof of SCTRCA Certification or is more information/documentation needed? If so, which documentation?

ANSWER: The SCTRCA Certification number is sufficient.

15. Could you please explain the last sentence of this section “Proof of certification must be submitted utilizing, in part or in whole, a SWMBE firm”? Is having one SWMBE firm as part of the team enough proof of certification?

ANSWER: The last sentence means that a team can be composed of certified and non-certified firms. Having at least one certified firm is sufficient.

16. PROPOSED KEY PERSONNEL/ORGANIZATIONAL CHART – Almost at the end of the third paragraph it asks to “include... the type firm (partnership, Professional Corporation etc.)...” Does this mean the type of firm of each firm that is part of the team, or of the team as a whole?

ANSWER: The type of business entity for each sub consultant on the team.

17. PAST PERFORMANCE – The last sentence in this section asks us to provide 4 references per each project type, does this mean to provide a total of 12 references (4 for Master Planning, 4 for Land-Use Planning, 4 for Smart Cities and Low Impact Development Practices, and 4 for Relevant Historic Projects)?

ANSWER: No, a total of four. One per project type.

18. Per numbered item #1 – Are resumes, copies of previous work, reports, etc. considered attachments, and as such don't count towards the 25 page count limit?

ANSWER: The only items that do not count toward the 25 page count limit are the three Attachments (Insurance Requirements, Indemnification Requirements & the Certificate of Interested Parties).

19. Per numbered item #1, bullet point 3 – Does “The Appendices” refer to the three Attachments (Insurance Requirements, Indemnification Requirements, and Certificate of Interested Parties) only? If not, could you please specify which items are part of “The Appendices”?

ANSWER: Yes, “The Appendices” refer to the attachments.

20. Per numbered item #2, bullet point 1 – Is there a specific type of binding expected for the hard copy (spiral or book binding)?

ANSWER: No specific type but the hard copy must be bound.

21. Per numbered item #2, bullet point 2 – Could you please clarify which are “The Attachments” that are not to be included on the USB drive? Are they only the three Attachments (Insurance Requirements, Indemnification Requirements, and Certificate of Interested Parties), or do they also include resumes, copies of previous work, reports, etc.?

ANSWER: That is correct. All other information counts towards the 25 page count limit.

22. Per number item #2, bullet point 2 – How many copies of the proposal are required to be on the single USB drive to be submitted?

ANSWER: Only one copy of the proposal is required on the USB drive.

23. Per number item #3 – Is the USB drive to be included inside the sealed envelope along with the hard copy of the proposal?

ANSWER: Yes, please include the USB drive in the sealed envelope.

24. Do the divider pages count towards the 25 page limit?

ANSWER: No, the divider pages do not count toward the page limit.

25. Would a sub-consultant who has a “HUB” Certificate count towards the Minority Owner Business?

ANSWER: Only businesses certified with the South Central Texas Regional Certification Agency (SCTRCA) as a MBE would receive credit.

26. In regards to the Proposed Key Personnel Brooks would like us to submit, the Scope of Services on page 4 of the RFQ describes a **typical Architectural team**, consisting of architect, structural and MEP engineers, code consultants and landscape architects, etc. On the other hand, the Scoring Criteria on page 7 describes a team for **master planning and land-use planning** which typically consists of an urban planner, architect, landscape architect, economist and ecologist. These two radically different teams have completely different proportions of work. The problem is that the Scoring Criteria requires an assigned percentage of work for each team member for SWMBE and for local purposes. This is impossible to do with any accuracy since they are such different teams. Is it your intent for us to submit two separate breakdowns?

ANSWER: The intent is for Brooks to have a pool of multidisciplinary firms who can satisfy various scopes of work for the organization over a 3-5 year period. The team selection needs to be reflective of the scope defined in the RFQ. The immediate task is for master planning and land-use planning. Upon executing that task, Brooks will still have various other task to fulfill and may need the flexibility to have them operating simultaneously.

27. Are slides presented at Pre-Proposal Meeting available to Respondents?

ANSWER: No, but I would encourage all respondents to review our Design Standards.

https://livebrooks.com/wp-content/uploads/2017/07/BrooksDesignGuidelines_DevelopmentStandards_OPA_FINAL-optimized.pdf

28. On SBEDA contracting goals, can Prime be included?

ANSWER: Yes, the Prime’s certifications will count.

29. Are Team Consultants’ resumes to be part of 25 page Proposal or part of Attachments/Appendices?

ANSWER: Resumes are included in the 25 count page limit.