



Department of
Purchasing

Mark A. Booker
Executive Director

June 6, 2023

ADDENDUM #1, RFQ# 360-23, Architectural and Related Professional Services

This addendum forms a part of the solicitation documents, modifies the original document as indicated in the Addendum 01 provided below and is hereby made part of any pursuant award. Acknowledge receipt of this Addendum for RFQ# 360-23, ARCHITECTURAL AND RELATED PROFESSIONAL SERVICES by signing below and including this form in the submitted documents. Failure to submit the acknowledgement of addenda will be used as an evaluated factor.

*AS A REMINDER, THE SUBMITTAL DATE FOR THIS RFQ REMAINS TUESDAY, JUNE 13, 2023 no later than 11:00 AM at the Garland ISD Purchasing Construction Bond Department, Marvin Padgett Auxiliary Services Center Building, 701 N. First Street, Garland, Texas 75040.

1. ADDENDUM 1, Attachment 1: QUESTIONS/CLARIFICATIONS AND ANSWERS, 3 pages.
2. The full document under Addendum 1 is available on the Google drive at: https://drive.google.com/drive/folders/1WLrR9nx_Xftvtp21o19-yIsiWBRH-JQr .

Mark A. Booker

Mark A. Booker
Executive Director of Purchasing

Company Name

Address

City

State

Zip Code

Signature

Printed Name

Email

Phone Number

ADDENDUM 1
ATTACHMENT 1
QUESTIONS/CLARIFICATIONS AND ANSWERS

1. For the Client reference forms C-1 and C-2: Are you asking for 5 of each or 5 references in total?
ANSWER: Yes, 5 each of K-12 experience and 5 each of any relevant experience (could be non-K-12).
2. Proposal Copies: How many printed copies do we need to submit? Is spiral binding acceptable or do you prefer 3 ring binder submissions?
ANSWER: One (1) printed hard copy of your original submittal either unbound or in a 3-ring binder. Spiral binding is acceptable, but not preferred. Also, include a flash drive with a complete copy of the submittal, as requested in instructions 1.1.3.
3. Technical For evaluation criteria G: We work with many consultants to provide all of the services listed, are you looking to list individual qualifications for all specialties like materials testing and roofing design, or could those consultants be named later as individual projects are awarded? We've selected our core consultants for working with GISD, but prefer to define specialty consultants as we know more specifics about the individual projects.
ANSWER: Garland ISD is requesting the services you provide in-house services and the category you fall under, i.e. Architectural, Engineer, or Consultant, or if you use consultants, who do you normally use. Be sure to mark the block that indicates the core business for your firm.
4. Could the District elaborate on what information the "original contract sum" is referring to?
ANSWER: This is original award amount of the project without change orders.
5. Could the District please clarify what "CCL" is referring to?
ANSWER: CCL is Construction Cost Limitation
6. Could the District please clarify what "Initial SubCom date" and "Final SubCom date" is referring to?
ANSWER: The "initial SubCom date" is the original substantial completion date identified at award. The "Final SubCom date" is referring to the substantial completion date with all change orders applied.
7. Are we required to fill out C-1 and C-2 information on the provided form? Or can we provide the requested information in our own layout?
ANSWER: Yes, complete the form as designed. Additional information may be provided.
8. Forms C-1 & C-2 can we reformat this information into our own brand? Or would you like to see those exact forms included in the proposal, followed by supplementary pages of imagery and project descriptions?
ANSWER: See reply to #7.
9. Can you please clarify what you mean by "specialty services" listed on form C-1 & C-2 (in the left column)?
ANSWER: Specialty services could be anything specific to the project, such as pool design, landscape, etc.
10. Is there a DBE or minority requirement for this?
ANSWER: Garland ISD tracks awarded HUB suppliers/vendors, but doesn't have a requirement to meet a percentage.
11. C-1 asks for Texas school district experience, C-2 asks for previous experience, with the rest of the form identical. 99% of our clients are Texas school districts. Does that mean we can only show you five projects using form C-1, or can we also show relevant Texas work in C-2?
ANSWER: C-1 asks specifically for K-12, C-2 can be other relevant commercial experience which might be K-12 or non-K-12 experience.

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12. Per the C-1 Texas School District Experience form and the C-2 Relevant Experience form, may we use Texas K-12 references on both forms, or will GISD only accept five Texas K-12 references total?

ANSWER: See response to #11. Yes, you may have Texas K-12 for both.

13. Can you please provide clarification on the difference between the information requested for the C-1 and C-2 forms? Is C-1 intended for district references (If so, what information is to be provided in the response to service details as that would be project specific?) and C-2 for project experience?

ANSWER: See response to #11. C-1 is for K-12 experience and C-2 is for non-K-12 experience unless you don't have other commercial experience and want to show K-12 experience for additional projects not shown in C-1.

14. Is the District looking for an architect to lead the RFQ with a whole team of the additional services; or can a firm submit for just the services they provide (i.e., MEP Engineering, Commissioning, and Test and Balance Services).

ANSWER: The firm can submit just for the services they provide.

15. In "E Key Personnel," it sounds like you only want to see our personnel, i.e., not consultants. Is that true?

ANSWER: Yes, "E. Key Personnel," the District is looking for "in-house" personnel.

16. If the assumption for Tab E is true, would you like for us to list the engineering and consulting services we generally subcontract in Tab G? Or, would you like a list of consultants we recommend to provide those services?

ANSWER: Yes, if you are an architectural firm. If you are an engineering firm, you may provide architectural and consulting services. If you are a consultant, provide architectural and engineering firms you work with when needed.

17. Are you expecting to see resumes for each firm's representative?

ANSWER: You may include resumes, but the District is looking for a summary of the firms' services and capabilities.

18. In G. part 2, you ask for licensing, credentials, and experience, for all services and support provided. Do you want to see proof of licensing or certification, such as copies of PE cards or other licensing certifications for each firm, or for each individual, or only credentials listed.

ANSWER: Information is about consultant services should be provided for each firm. The depth of your response is up to each participant to submit.

19. G., part 2, are you expecting to see licenses and certification documents for our internal team and our consultant team, despite the question being asked under the heading, "Tab G Consultants?"

ANSWER: Tab G is for non-internal relationships. Your internal team's information should be included with Tab E. Key Personnel.

20. Is Garland ISD requesting firms to submit as a full team, with subs to cover all the services? Or only submit the services our firm can provide?

ANSWER: Garland ISD is requesting information for the internal services provided by your firm as well as outside services utilized.

21. Organizational Plan and Project Approach – "Describe how your firm would deliver each of the services described in paragraph 5. Use additional space/pages, as necessary." Please clarify if this question is referring to the following paragraph and asking us to describe how we would deliver all the different types of scope listed.

ANSWER: Most firms have a basic process for the services they provide. If there are any types of projects that warrant a different approach or specialized services, identify those unique differences. For example: A renovation may have a similar, but slightly different approach for construction of a new building.

22. Does j. Materials Testing include geotechnical services?

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ANSWER: Not necessarily. You can list geotechnical services separately. Under Geotechnical Engineering, list the services provided such as materials testing. We do have some companies that do materials testing as part of their services who are not designated as Geotech. We are listing the types of services needed, not necessarily what "title."

23. Is there a limit on how many pages can be included in the response?

ANSWER: There is no limitation to the pages; however, we are looking for an efficient submittal that is in the order of the information requested. The submittal will be evaluated by committee members so if the information is difficult to find, it may be overlooked.

24. Are original signatures required on the hard copy (signatures directly written on the submittal after printing) or can they be electronically added before printing?

ANSWER: Electronically signed documents are acceptable.

25. Per the statement on page 16, "...describe how your firm would charge the District for these services i.e. pass through cost, multiplier, etc.," will a general explanation of our cost estimation and budget management methods/process suffice? We do not want to specifically mention information regarding fees in the submittal and will provide information regarding fees or how we charge for services upon being awarded a project(s).

ANSWER: Yes, the District is not asking for fees as this is a Request for Qualifications, 2254.004.

26. B. Corporate Background and Experience – "List practices or programs utilized by your firm to encourage the participation of minority-owned businesses, women-owned businesses, and small businesses in the purchasing of construction and related services." Are there HUB/MWBE participation requirements or goals? If so, they are not identified in the RFQ. Please clarify.

ANSWER: See answer to #10. Garland ISD does not have goals for HUB activity, but the information is tracked.

27. E. Key Personnel – "Provide a comprehensive list of all Architectural and Related Professional services provided by your firm." Is it the intent of this question to identify all services provided by the firm, including clients in other market sectors or Basic Services, Additional Services, or Optional Services provided by the firm in the education market sector? For example, the services listed under Paragraph 5.2. Please clarify.

ANSWER: It is the intent of the District to evaluate the key personnel of your firm who provide in-house services/management and their depth of knowledge/experience.

28. G. Consultants – "Provide designated licenses, credentials, and experience of all services provided and support available internal and outsourced from the firm." Is it the intent of this question to identify services performed by the consultants and provide copies of their licenses for the professional services listed? Please clarify.

ANSWER: Yes.

29. Is this RFQ response to be submitted online only OR is this a request to submit online AND provide one original and one flash drive.

ANSWER: The solicitation instructions, 1.1.5. for this RFQ is hard copy and flash drive, not an online submittal through iSupplier.

30. Would the district be "marrying" the teams for projects between disciplines or selecting predetermined teams?

ANSWER: The information submitted should be submitted as to how your firm is structured. All companies can submit, such as structural engineer, but there is also a request to submit all "in-house" services provided by each company. If you have sub-consultants, you can submit who you work with as sub-consultants and those same companies can submit on their own.

//////////////////// END OF ADDENDUM 1, ATTACHMENT 1 //////////////////////