

ADDENDUM No. 1
Request for Qualifications (RFQ)
20RFQ122 Facility Condition
And Educational Suitability Assessments

April 28, 2020

Received by bidder:

Date: _____

Name: _____

Signature: _____

Item 1: Questions and Answers

Item 2: Changes to RFQ

Item 1:

- 1) Page 33, Item A.3.1. With the prior FCA work, was a cost model developed for each AISD structure? If so, will the existing cost model be shared with the vendor?
Answer: The previous cost model applied to each building system, for every campus in the district. Some aspects of the previous cost model may be shared, but a new cost model should be developed based on current conditions and the current market costs.
- 2) For the HUB goals (Tab 8) – How will our inclusion of them be scored – as a pass/fail or points awarded per each?
Answer: The HUB goals are not included in the scoring criteria of the solicitation. However, the HUB Program will receive your submitted forms and conduct a compliance review. We determine if you're compliant or non-compliant. We will review your proposed participation and verify your listed HUBs and certification(s) with the city of Austin and/or State of Texas. We also review all Good Faith Effort documentation and request that you provide proof of contacting HUB firms by two methods - phone, fax and email logs should be included in your submittal. All of

this documentation will allow us to determine if you are deemed compliant or non-compliant. Firms that are non-compliant will receive a memo from our HUB program.

- 3) p. 5 of 35 of the rfp - *In the event any project for which your firm will involve roofing design, including roofing replacement, repairs, penetrations, curbs or supports for mechanical or other equipment, or the project will affect the roof in any way, you will need to include a roofing consultant in your response. Include a complete resume for the individual(s) performing the roofing design, including a detailed description of their qualifications, experience and credentials.*

Since this is not a design nor construction project, are we required to include a roofing consultant?

Answer: You do not need to include a roofing consultant.

- 4) p. 17 of 35 – Tab 4 Table (sample below)

Since this is not a design/construction project, can we substitute what our current availability is? Most of this info does not apply.

Answer: Tabs 1-6 have been revised to omit any request that does not apply to this scope. A revised version has been attached to this addendum with all changes highlighted.

Item 2:

Tabs 1-6 have been revised. They are attached to this addendum with all changes highlighted.

TAB 1 – GENERAL INFORMATION

NAME OF FIRM: _____

BUSINESS ADDRESS: _____

TELEPHONE NUMBER: _____

TYPE OF ORGANIZATION: (Individual, Partnership, Corporation, Association)

NUMBER OF YEARS FIRM IN BUSINESS: ____

Give a brief history of your firm, including date established, record of growth, type of work, and any specialties.

What do you believe is **unique** about your firm's potential contribution to AISD facilities?

If you want to attach a brochure or other printed material, which describes your firm's services, organization, and examples of your school projects you may do so, but it is not required.

1.	Principals:	Texas Architect/Engineer Registration No.:
	_____	_____
	_____	_____
	_____	_____

2. Full-Time Employees (minimum 32-hours/week):

No. of Registered Architects, excluding Principals: ____

No. of Registered Engineers, excluding Principals (by type):

_____	_____
_____	_____
_____	_____

No. of Drafters/CAD Operators: _____

No. of Clerical Employees: _____

3. Part-Time Employees (minimum 16-hour/week, by type):

_____	_____
_____	_____
_____	_____
_____	_____

4. Include a resume for each principal and associate with your firm. Please feel free to provide professional citations (both nominations and actual awards).

5. Services Proposed:

Services	Performed by Your Firm	Performed by Sub-Consultant (firm name)
Architectural:	<input type="radio"/>	<input type="radio"/> _____
Structural:	<input type="radio"/>	<input type="radio"/> _____
Mechanical:	<input type="radio"/>	<input type="radio"/> _____
Electrical:	<input type="radio"/>	<input type="radio"/> _____
Civil:	<input type="radio"/>	<input type="radio"/> _____
Other:	<input type="radio"/>	<input type="radio"/> _____

6. Professional Liability Insurance

Have any claims been made against your firm for errors and omissions in the past five (5) years?

Yes ☐ No ☐

If so, what was the dispensation of the claim or claims?

TAB 2 –
REFERENCES

Provide three references for facility condition assessments, or similar projects for which Architectural/Engineering Services were performed in the last eight (8) years, beginning with projects in Austin and/or a school district (K-12) if available.

1. Project: _____

Scope of Project: _____

Services Performed: _____

Client: _____

Contact person: _____

Telephone Number: _____ Email: _____

2. Project: _____

Scope of Project: _____

Services Performed: _____

Client: _____

Contact person: _____

Telephone Number: _____ Email: _____

3. Project: _____

Scope of Project: _____

Services Performed: _____

Client: _____

Contact person: _____

Telephone Number: _____ Email: _____

TAB 3 –
PROJECTS

Provide six (6) facility condition assessments, or similar projects for which Architectural/Engineering Services were performed in the last eight (8) years, beginning with projects in Austin and/or a school district (K-12) if available. If project was done by a principal/partner/employee while at another firm, clearly note in “Services Performed”.

1. Project: _____

Scope of Project: _____

Services Performed: _____

Number of Change Orders: _____

Describe: _____

Project Cost: _____ **Date Complete:** _____

Client: _____

Contact Person: _____ Telephone Number: _____

2. Project: _____

Scope of Project: _____

Services Performed: _____

Number of Change Orders: _____

Describe: _____

Project Cost: _____ **Date Complete:** _____

Client: _____

Contact Person: _____ Telephone Number: _____

3. Project: _____

Scope of Project: _____

Services Performed: _____

Number of Change Orders: _____

Describe: _____

Project Cost: _____ **Date Complete:** _____

Client: _____

Contact Person: _____ Telephone Number: _____

4. Project: _____

Scope of Project: _____

Services Performed: _____

Number of Change Orders: _____

Describe: _____

Project Cost: _____ **Date Complete:** _____

Client: _____

Contact Person: _____ Telephone Number: _____

5. Project: _____

Scope of Project: _____

Services Performed: _____

Number of Change Orders: _____

Describe: _____

Project Cost: _____ **Date Complete:** _____

Client: _____

Contact Person: _____ Telephone Number: _____

6. Project: _____

Scope of Project: _____

Services Performed: _____

Number of Change Orders: _____

Describe: _____

Project Cost: _____ **Date Complete:** _____

Client: _____

Contact Person: _____ Telephone Number: _____

TAB 4 –
WORKLOAD

List current workload (five largest projects):

<u>Project Name/Type</u>	<u>Cost</u>	<u>% Completed</u>	<u>Est. Compl. Date</u>

List remaining workload (combined):

Number of Projects: _____ Total Cost: _____

THIS PAGE IS INTENTIONALLY LEFT BLANK

Tab 5 – Organization Chart

Provide proposed organization chart for completing this AISD facility assessment work.

THIS PAGE IS INTENTIONALLY LEFT BLANK

Tab 6 – Miscellaneous

1. Facility Condition Assessment Methodology

Explain the method used by your firm to accurately assess facilities, incorporating existing information, staff interviews, facility site visits, and community feedback. Provide applicable examples of similar efforts in the past:

2. Cost Estimating for FCIs

Explain the methods used to estimate costs and produce accurate FCIs during this process.

3. Educational Suitability Assessment Methodology

Explain your methodology to work with AISD's academic leadership to create an educational suitability methodology, and how it will be executed campus by campus.

4. Communications

Explain your approach to communicating the assessment process and results to both technical and non-technical stakeholders.