



## Questions Submitted for Professional Engineering Services Due January 6, 2025

1. How many contracts will be awarded as a result of this RFQ?

**Answer:** The city will be retaining up to three firms for services.

2. As a local, DBE-certified firm, will BMB be allowed to meet the Good Faith Effort Requirements of at least 5% through self-performance?

**Answer:** Yes, a certified firm can self-perform.

3. What are the actual requirements of co-locating a BMB team member to assist City staff (full-time, part-time, as needed/as requested)?

**Answer:** This will be project dependent and co-locating would be under special circumstances only if needed.

4. Is the City of Alamo Heights seeking a team to provide all engineering services, or can we submit a statement of qualification for engineering discipline (geotechnical engineering)?

**Answer:** The City of Alamo Heights is seeking a team to provide engineering services to address various needs for different project types described in the RFQ's Scope of Work. In the event a relevant engineering discipline is not available within the firm, the respondent may submit a statement of qualifications for other firms or entities with whom they have partnering agreements.

5. In Section III, for each of the sections, are there any page limits or suggested page counts you have in mind for our final submittal package?

**Answer:** No, there is no page limits for submittals. However, it is preferred that the requested information is provided concisely in no more than 10 pages (not including cover page and/or index).

6. In Section II, for "DBE for 5% of contracted amount", is there an estimated range of overall design/construction budgets for work under this contract?

**Answer:** No, there is not an estimated range of overall design/construction budgets for work under this contract. The RFQ includes sample projects for streets, water, sewer, and other municipal infrastructure, which are utilized on an as-needed basis.

7. Does architectural design refer to landscape architecture? If not, what types of projects does the City anticipate needing architectural design services?

**Answer:** The City of Alamo Heights will be focused on revitalization and modernization of City infrastructure over the next five years. This may include architecture design support for, but not limited to, pocket parks, road design including islands, tree canopies, bike lanes, street lighting, and small structures for City parks and spaces.

8. Does the City plan to provide a sample Professional Engineer Services Contract?

**Answer:** No, a sample will not be provided.

9. Should consultants submit a Form 1295 with RFQ submissions?

**Answer:** This is not required for this phase of the RFQ.

10. What information is required to submit for the "Relevant Experience List" in Attachment A, Form 3, section 2.6?

**Answer:** This is a summary list of projects to include construction cost and scope.



## Questions & Responses from Non-Mandatory Professional Engineering Services RFQ Conference Call – January 21, 2025 at 1:30 P.M.

1. Does Form 2 – Submittal Checklist and Table of Contents serve as the only TOC or would you like a detailed one included as well to include what is requested in Section III RFQ/SOQ Format?

**Answer:** Please provide a detailed Table of Contents for the requested documents and responses.

2. Which format are we to follow for our submission?
  - a. Form 2 – Submittal Checklist and Table of Contents and Section III RFQ/SOQ Format, Contents, and Evaluation Criteria Section with a secondary, detailed TOC following Form 2?
  - b. If we follow Form 2 for the organization of our submission, where should the information outlined in Section III be placed (cover letter, TOC, team capability, key personnel/qualification of staff, quality of similar projects, understanding the scope of work, familiarity, references, insurance, and additional data).
  - c. Or should we put all information requested in Form 2 in that order and then respond to everything in Section III separately (with references back to Form 2 if we have already answered the questions there)?

**Answer:** Please put all information requested in Form 2 in the order provided, and then respond to everything in Section III separately, with references back to Form 2 if questions were already answered there (Response c. above).

3. Where should the forms be placed in the RFQ? At the beginning of our submission, In order shown on Form 2 with correlating responses?

**Answer:** Forms should be placed in the order shown on Form 2 with correlating responses.

4. Where may we find the list of Capital Improvement Projects on the City website?

**Answer:** Capital Improvement Projects can be found in the Fiscal Year 2025 Adopted Operating Budget. A copy may be found at <https://www.alamoheightstx.gov/departments/administration-and-finance/financial-reports/>.

5. Can you share who the current incumbents are for this contract?

**Answer:** The most recent contract holders are Freese and Nichols, Inc. and WGI, Inc.

6. Is the “job description” the same as an individual’s role within the team (for example, as the project manager, X will be responsible for overseeing all project tasks as well as...)?

**Answer:** The job description should describe each individual member’s roll within the team providing service to the City.

7. As financial statements are considered highly confidential, is it acceptable to include this information in a separate sealed envelope with our submission?

**Answer:** Yes, applicants may include financial statements in a separate sealed envelope, but this envelope should be included inside the sealed proposal package. A submission package that consists of two separate envelopes will not be considered.

8. Are architectural design services part of the possible scope of services?

**Answer:** Yes, the City may desire to develop conceptual design, configuration, and other architectural support services for public infrastructure, to include but not limited to roadways, sidewalks, small structures, parks, and/or other areas within the public realm.