



November 8, 2024

ADDENDUM NO. 3

MULTI-YEAR ENGINEERING, SURVEYING AND GEOTECHNICAL SERVICES

RFQ NO. 2024-161

Bidders are directed to revise and incorporate into their bid the following change(s) in bid specifications:

QUESTIONS AND ANSWERS:

- Question 1: In regard to Municipalities – general pattern to hire large companies – to do small projects?
Response: The City will award a diverse group of Awardees to address the variety of small and large projects. Please note the determination will rely solely on the Selection Matrix criteria identified in solicitation.
- Question 2: Firm experience; engineer’s experience?
Response: Both. Please include resumes of staff, firm’s experience, and who will be Project Manager.
- Question 3: In regard to categories sub listed, is it required to have experience in all bullets?
Response: Submittals do not have to included experience in all bullets. We would encourage firms to provide applicable experience accordingly.
- Question 4: Individual org techs for individual categories or one org chart?
Response: Qualifications for firm. Give us whatever you want to give us according to the category.
- Question 5: Can firms submit org chart on 11x17 paper?
Response: The City does not have an issue with providing org charts on 11x17 paper. Please included on electronic file (flash drive).
- Question 6: Project experience for each category
Response: Please provide One(1) submittal of criteria requirements associated with General category: Qualifications of Responding Firm-Local Offices Ability, Qualifications of Responding Firm’s Overall Ability, Proposed Project Staff-Quality of Team, Firm’s knowledge of Mesquite inclusive of Category Specific Project Experience for each category submitted by firm.
- Question 7: Selection committee – engineering staff
Response: Primarily Engineering staff but could also include Traffic staff.
- Question 8: Qualifications of firm, Item # “Qualifications of Responding Firm (Maximum 4 Pages” – count towards page count?
Response: Yes, Qualifications of firm should be included and will count towards page count.

- Question 9: Firm registration # included?
Response: Utilization of Firm's Registration Number is sufficient with submittal.
- Question 10: Construction material; steel inspections?
Response: Potentially.
- Question 11: DBE paperwork, count against us?
Response: This solicitation does not have a definite goal for DBE participation.
- Question 12: Based on past projects, will any other depts be managing projects?
Response: Mostly Engineering, and occasionally Parks will be doing park improvement projects.
- Question 13: How many on-call projects are included in this solicitation?
Response: CIP projects – 10-15 projects annually, \$200K-multi million annually.
- Question 14: What is amount of City of Mesquite CIP program?
Response: \$200K-mult million typical project construction cost.
- Question 15: What about projects relate to Bond election?
Response: The City is finishing up an old residential street bond program; not aware of an upcoming bond program; there is a chance, not likely.
- Question 16: Anticipating of sharing funds w/ DOT and County?
Response: Dallas County, District 1 & 3, TxDOT.
- Question 17: Does the RFQ for the construction materials testing portion replace the previous RFQ 2023-139 Materials Testing Services?
Response: No.
- Question 18: Are key personnel resumes included in the 10-page proposal project staff section, or can they be included in an appendix?
Response: Resumes are included in 10-page Proposal Project Staff section.
- Question 19: is the "non-Exclusion Affidavit for General Contractors" form required for firms that are not general contractors?
Response: Consultants submitting proposals should include all forms as stated in the RFQ. Consultants and Contractor would be synonymous in this case. Any subconsultants included in the proposal would most likely not need to submit the form.
- Question 20: Can you please clarify what forms are required for this submittal, as well as where they should be placed in the document?
Response: The following form(s) are required and in respective order for submittal:
- City of Mesquite Statement of Qualifications Response Form
 - Conflict of Interest Questionnaire
 - Non-Exclusive Affidavit for General Contractors
 - Prohibition of Contracts with Companies Boycotting Israel
 - Disadvantaged Business Enterprise (DBE) Information (if applicable)
- Question 21: The RFQ for 2024-161 RFQ for Engineering and Design Services mentions on the bottom of page 6 that "responses to this RFQ should be limited to single-sided 8½" x 11" sheets." It was mentioned that the organizational chart could be placed on an 11 x 17 sheet. Can you clarify if this is allowed?
Response: Organizational charts can be on 11" x 17" sheets.
- Question 22: How many copies of the submission for responding to **RFQ No. 2024-161** the City would like to receive?

Response: Please submit one (1) original hard copy and one (1) complete consolidated electronic copy in pdf format on flash drive.

Question 23: Is there a portal or web page where addenda will be available?

Response: [City of Mesquite Procurement Page](https://www.cityofmesquite.com/674/Bid-Openings-Specifications-Conferences)
<https://www.cityofmesquite.com/674/Bid-Openings-Specifications-Conferences>

Question 24: Would the City accept an electronic signature on the original hard copy? With Veterans Day approaching and pending addenda, would the county City consider a brief extension of the RFQ deadline to allow for a thorough response?

Response: Signatures on the original hard copy can be electronic or wet. At this time, we are not planning an extension for submittals.

Question 25: Are ongoing projects acceptable or do all listed projects have to be "completed" in order to be acceptable for consideration as part of the SOQ?

Response: Ongoing projects can be included. Just note such.

Question 26: In which section should we include the remaining forms from the attachments section (CIQ, Non-Exclusion Affidavit for General Contractors, Prohibition on Contracts with Companies Boycotting Israel)?

Do the front and back covers count toward the page limit?

Response: Required forms can just be included as separate attachments. Page limit would include one side only.

Question 27: How do the 11"x17" page(s) for Category org chart(s) count toward the 10-page limit in the Key Staff section? Are they included in the 10-page limit for that section? If we have separate org charts for the different categories (3 org chart pages) are they treated as 1 page or 3 in terms of the 10-page limit? Or are they in addition to the 10-page limit?

Response: Any org chart would count towards any section page limit. So, any org chart in any category section would count towards that page limit.

Question 28: Can we include additional content on the 11x17 pages with the org chart (e.g. a staff measles chart/table)?

Response: Please make any additional content on the org chart closely related information.

Question 29: Is it okay if the Reference and Project Owner contact information are the same on our project examples?

Response: Yes, if that is your intention.

Question 30: Is the "Non-Exclusion Affidavit for General Contractors" form on page 18 of the solicitation required of firms that do not provide general contracting services?

Response: Yes, the Non-Exclusive Affidavit for General Contractors form must be provided. Please insert N/A if your Firm does not provide general contracting services.

Question 31: Is the "Respondent Acknowledgement Form.pdf" uploaded in the BidNet documents tab required to be included with our submission? It mentions pricing, but this submission is for qualifications only. Please provide clarification.

Response: Based on technical difficulties associated with solicitation via BidNet, please disregard the Respondent Acknowledgement Form referenced in documents tab. This document is not a requirement for submission.

Question 32: Is the "Contract Statement.pdf" form uploaded in the BidNet documents tab required to be included with our submission?

Response: Based on technical difficulties associated with solicitation via BidNet, please disregard the Contract Statement Form referenced in documents tab. This document is not a requirement for submission.

Question 33: Would the first 2 blank lines need to fill in to read "Professional Engineering Services"?

Response: No. The Contract for Professional Engineering Services document is enclosed for example purposes only. Please note the contract will only be executed upon award.

Question 34: Does the 10-page limit for "4. Proposed Project Staff" on page 7 of the solicitation apply to each individual category we are submitting on, or is it 10 pages for all categories combined?

Response: No. The 10-page limit for "Projected Project Staff" will apply to each category submitted by firm.

Question 35: Is the "DBE Information" form on page 20 of the solicitation required of firms that are non-DBE?

Response: No. The Disadvantaged Business Enterprise (DBE) Information form is not required if your firm is non-DBE. The form is only required if your firm is a certified DBE firm.

Question 36: For the Category Specific Project Experience section- Project Owner and Project Owner contact information is required. How is this different from the Reference and Reference contact information?

Response: Potentially, they are the same thing. Unless you did not want to use a project as a reference. Project information would relate to a project. Reference information would relate to a reference, or an individual you would use as a reference.

Question 37: Would you please clarify the minimum score requirements for qualification under the City of Mesquite's RFQ No. 2024-161.

Response: There are no minimum score requirements.

Question 38: What previous experience would make a firm stand out in the evaluation process, especially for firms new to working with the City of Mesquite?

Response: Projects in the DFW area similar in scope and size to standard Mesquite municipal projects are the next best to projects in the City.

Question 39: Our firm currently operates from an office in Houston, but we are fully committed to establishing a dedicated office in Mesquite if selected for this contract. Take in account that the City of Mesquite places value on local office presence in the selection process, could you clarify how our commitment to opening a Mesquite office upon contract award would factor into the evaluation?

Response: Having an office in the DFW area is critical to providing expected services. Opening a DFW office in the future would be important if you don't have one now.

Question 40: Could you share any major insights or clarifications discussed in the pre-submittal conference held on October 30, 2024.

Response: Any critical questions and clarifications coming out of the pre-submittal conference will be posted.

- Question 41: Is there an expected resource or staff commitment from selected firms for projects? Are there minimum qualification requirements for team members in certain roles, particularly project managers and lead engineers?
- Response:** There are no specific levels of resource or staff commitment but rather availability when needed is what we are looking for. There are no minimum qualification requirements for team members.
- Question 42: Is there a designated project management or tracking tool that the City requires firms to use?
- Response:** The City does not have a designated project management or tracking tool at this time.
- Question 43: Are there specific regulatory permits that firms must obtain independently, or will the City assist in this process?
- Response:** Permitting could be a part of a project scope but the City would certainly be able to help coordinate.
- Question 44: What is the expected timeline for permits and approvals, particularly for projects with potential environmental impacts?
- Response:** There are no upfront expected timelines for permitting.
- Question 45: For firms selected in multiple categories, are there requirements for dedicated teams per category or project, or can staff be shared across categories?
- Response:** Staff can be shared across categories.
- Question 46: Does the City have specific requirements or preferences regarding materials, waste management, or energy-efficient practices?
- Response:** The City has no specific environmental or sustainability requirements.
- Question 47: In the pre-submittal, it was mentioned that we would need a separate SOQ for each category the firm is pursuing. Is this still the case? Will this be officially instructed in an addendum?
- Response:** All category qualifications can be added to the firm qualifications for one submittal package.
- Question 48: If we do need separate SOQs, can we have all category copies in the same sealed package?
- Response:** Please reference response to Question 1.
- Question 49: If we do need separate SOQs, can we have all category electronic copies on the same USB?
- Response:** Please reference response to Question 1.
- Question 50: Can you confirm the current posting of two Addenda and one Q&A, are all the Addenda thus far? The Bidnet site has spots for multiple, but some are empty, and I want to be sure I'm not missing anything.
- Response:** There are two(2) addendums issued via BidNet to confirm (1)Pre-Conference date/ time and (2) Periscope transition to BidNet platform. Based on technical difficulties associated with this solicitation via BidNet, please reference Addendum No. 3 and any future Addenda associated on the City of Mesquite Procurement Page: <https://www.cityofmesquite.com/674/Bid-Openings-Specifications-Conferences>

If you should have any other questions, do not hesitate to contact the Purchasing Office at 972-216-6201.

Ryan Williams

Ryan Williams
Manager of Purchasing

ACCEPTANCE:

We, the undersigned, do hereby acknowledge receipt of this Addendum No. 3 to RFQ No. 2024-161: Multi-Year Engineering, Surveying and Geotechnical Services and agree to the instructions herein written.

Company Name

Authorized Signature

Date