AUSTIN COMMUNITY COLLEGE DISTRICT

ADDENDUM NO. 3
REQUEST FOR QUALIFICATIONS FOR
Architectural and Engineering Services Highland Mall Campus, Phase 2

RFQ No. 906-15015RW

1.0 Purpose of the Addendum

In accordance with ACC's Request for Qualifications (the "RFQ"), This Addendum addresses changes to certain provisions and requirements of the RFQ in response to questions received by the Purchasing Department since its date-of-issue.

Except as specifically stated herein, this Addendum which will be addressed to all interested parties, is not meant to relieve any proposer of their duty to respond fully and completely to any requirement of the RFQ.

2.0 Attachments listed below are hereby incorporated into the RFQ:

2.1 Questions and Answers Received after the Pre-Submittal Conference
2.2 Questions and Answers for ACC’s Small Business Development Program

Offerors shall acknowledge receipt of this Addendum No. 3 by certifying below and returning this sheet with the RFQ package.

Company Name: _______________________________________________________
Signature of Authorized Representative: ________________________________
Print Name and Title of Representative ________________________________
Date: ___________________________________________________________________
2.1 Questions and Answers Received After the Pre-Submittal Conference (Q&A numbering convention continues from Addendum 2)

Q6. Clarification/Question: Do you have a site development process in place or is that going to be part of the project?
A6. Assistance with obtaining all necessary permits, including a site development permit, will be part of the scope of services requested.

Q7. Section I. General Information and Requirements – A.1: states:
“work with an external advisory committee and a college committee of faculty, staff, and students to identify programs, support services, and other space needs;”

while Section M. Scope of Services, after bullet 6, states:
“Architectural Programming services are excluded from this contract.”

My question:
Is ACC providing the required program square foot space needs for each of the (11) academic & service related programs (listed on page 6, Section II-B) which are to be located in this project scope to the teams OR is it up to the selected teams to help identify program needs and to develop the specific program square footages for each of these academic and service related programs by working with external advisory committee and a college committee of faculty, staff and students as stated in Section I, A.1 as a part of the scope of this project?
A7. ACC is currently underway with programming all the spaces for the project. The programming document will be completed prior to the A/E selection and will be handed over to the architect when selected. The architect will be asked to attend external advisory committee meetings, internal advisory committee meetings, and user group meetings that would show the programmed spaces in plan as design progresses.

Q8. One question I did not hear discussed or found in the proposal was the total amount of the budget. Can you give us an amount of the budget?
A8. Page 7 of 14 of the RFQ, Section II, Paragraph D indicates the budget.

Q9. Section F: Standard Form 330
We have a partner architect on our team. Should the partner firm submit a full 330 separately from the prime firm or may we mix our qualifications to reflect the true team experience?
A9. Yes, Prime and subs should submit an separate SF 330. Some sections could be completed jointly.

Q10. Can you please provide greater detail on the performing & fine art scope of the project?
A10. There is more information regarding the performing and fine art scope of the project in the Highland Campus Master Plan which was included in Addendum #1 (as a link).

Q11. Page 8 of the RFQ states that we are to “provide a completed Standard Form 330 for the Prime Firm and each proposed consultant firm or individual.” To clarify, are we to provide a single SF330 for the entire submitting team, which would include consultant resumes in section E, and separate Part II’s for each firm on the team, or does each consulting firm on our team need to supply a complete SF330 (Sections A-H and Part II)?

A11. SF 330 forms for prime and all subs will be reviewed by the selection committee. Some sections could be combined if some of the A/E team have worked together before (ex: section F & G). Part II is recommended for prime and all subs.

Q12. It appears that the “SLBE/ESLBE Utilization Plan” is not requested until Step 2 of the solicitation process. Please confirm whether or not a plan must be included in Step 1, and if so, is the format of the plan up to the discretion of the firm submitting, or are there specific forms that ACC will provide for us to include in our submittal?

A12. The SLBE/ESLBE Utilization Plan is not required until Contract Award. However, the SBD Office has provided other forms which are required at bid submission which detail the intent to use SLBE Firms. Forms A-F.

Q13. Will the team selected under this solicitation be responsible for all equipment specifications?

A13. Yes, FFE specifications are part of basic services which does include equipment.

Q14. Can you confirm whether or not the team selected under this solicitation will be responsible for roofing/waterproofing consulting services?

A14. ACC expects that the project may include roofing and waterproofing services. Currently the hard ceilings in place do not allow for a roof deck condition inspection from the underside. During the abatement, it will become evident whether or not the roof will need repaired or replaced. It is advisable to include this scope in your submittal.

Q15. Is there a list of small businesses for the Small Business Development Program (SBDP)?

A15. ACC’s SBD Office is developing a registration and certification process/system but does not currently have one. However, we are asking firms to conduct outreach and other methods as needed to help identify potential SLBE/ESLBE candidates based on the criteria set-forth in the RFQ.

Q16. What is the revenue amount allowed for firms to be considered small?

A16. See Exhibit A to the RFQ which states 25% of SBA Size Standards or $3.75M for A&E firms.
Q17. Will respondents be required to state which diversity firms they will use?
A17. We are asking firms to identify all subcontractors working on the project and/or team formed regardless of race, gender, or ethnicity.

Q18. Will MBE or WBE firms be required or verification of ethnicity required?
A18. No. We are asking firms to identify all subcontractors working on the project and/or team formed regardless of race, gender, or ethnicity. Specifically, we are asking for increased participation with Small and Local firms; which is race/gender neutral.

Q19. How are SBDP companies certified?
A19. The process for companies to apply for certification is still under development. For this solicitation, we are asking firms to self-identify as being Small and Local per the criteria, however a SLBE Misrepresentation Affidavit must be completed by each firm claiming to qualify for the forthcoming program. Furthermore, any firm found to knowingly misrepresent facts or be in non-compliance could be deemed non-responsive and face other action deemed necessary by ACC.

Q20. Will SBE/MBE/WBE HUB be a separate reference as part of the qualifications?
A20. Past performance in these types of programs will count in the evaluation as an indicator of future performance in the newly formed Small Business Development Program and its SLBE/ESLBE Participation efforts. We are asking for companies to provide past project participation goals/percentages/successes to be outlined and referenced.

Q21. The spirit of the law and the law itself as it relates to the Small Business Development Program: How is the ACC board and SBD office going to address firms that have headquarters with a branch office outside the defined Austin area? I realize this is a new law and not to put more work on the SBD Office, it is the intent of the law that we are to follow.
A21: The SBD Program was formed based on policy adoption by ACC’s Board, not law. The policy does not punish firms for having offices outside the Austin-Round Rock-San Marcos MSA, rather require that firms principal place of business and/or headquarters be in the 5 county MSA in order to be certified for the SLBE/ESLBE designation. The spirit of the program is to provide a local economic stimulus to small businesses in order to foster a more robust local ecosystem in the Austin-Round Rock-San Marcos MSA.

Q22. Is it ACC’s intention or desire to have an SLBE or and ESLBE as the prime A/E Service Provider (i.e. the firm leading the project)?
A22. ACC will not direct a team on how they choose to form division of work. ACC does encourage the use of SLBE/ESLBE at all tiers and if a SLBE/ESLBE firm has the capacity, capability, and will be serving a commercially useful function (section 6c of SBD Forms) as the prime, then ACC would welcome that.

Q23. In the makeup of a team responding to the RFQ, is it more important to ACC to have an SLBE/ESLBE as the prime firm leading the team, or is it more important to have a larger firm (regardless of the location of the primary office) leading the team and to
have substantial involvement of an SLBE/ESLBE’s firms as team members and/or consultants?
A23. ACC will not direct a team on how they choose to form division of work. ACC does encourage the use of SLBE/ESLBE at all tiers as long as the SLBE/ESLBE firm has the capacity, capability, and will be serving a commercially useful function (section 6c of SBD Forms) for the scope of work identified.

Q24. There are no goals associated with small business participation in the RFQ. Does the district have goals in mind?
A24. Currently, we do not anticipate having goals on this contract/project. However, ACC reserves the right to implement other tools necessary to achieve the objectives of the Small Business Development Program.

Q25. The scoring matrix doesn’t include any guidance on what value is placed on the SBDP compliance plan required by the RFQ. It does allot 10 points for past performance with participation of small and minority businesses, but those definitions don’t match up with the current ACC program, and the scoring is for past (not current) participation.
A25. Compliance with all SBDP requirements is a deliverable for the RFQ (responsive or non-responsive) and during evaluation, the 10 points are allotted for previous performance with similar programs. Due to the fact that the SBD Program is still under development, our certification process has yet to be finalized and therefore we cannot give bidding preference (scoring) for participation levels which cannot be verified. In regards to compliance, any firm found to knowingly misrepresent facts or be in non-compliance could be deemed non-responsive and face other action deemed necessary by ACC.

Q26. Our firm is submitting our qualifications for the current ACC RFQ. We are a small firm with 14 employees with offices in The Woodlands, San Antonio, Dallas and Tulsa. Is our firm considered a small business with ACC’s Small Business Requirements?
A26. In order to be certified as a SLBE/ESLBE a firm must be Small and Local; please see the criteria set-forth in the RFQ (Exhibit A, pages 11-12).

Q27. Could you please send me the ACC Forms referenced above? We attended an RFQ meeting earlier in the week and are interested in developing a relationship with ACC.
A27. The ACC SBDP Forms required for this RFQ were issued as part of Addendum 2.

Q28. Please advise how we could get a list of the attendees at the pre-submittal conference. We are interested in subconsulting opportunities.
A.28. That information has been posted as part of Addendum 2.

Q29. Does your office maintain a list of Small Local Business Enterprises, either that have worked with ACC before or have qualified themselves as such? If so, may I request and receive the list?
A29. ACC’s SBD Office is developing a registration and certification process/system but does not currently have one. However, we are asking firms to conduct outreach and
utilize other methods as needed to help identify potential SLBE/ESLBE candidates based on the criteria set-forth in the RFQ.

Q30. The program defines a SLBE for a joint venture; however, the joint venture definition seems to be a relationship built between two firms to pursue a single project. There are companies formed between large (possibly not local) firms and either small local firms or a person to pursue many projects and meet HUB, Minority, and Small Business requirements. The large firm may own up to 49% of the created company and the created company may not have direct employees. Work is performed by the large firm’s and small firm’s (if there is a small firm) employees. Since the large firm does not meet SLBE requirements, would a firm with ownership held by the large firm meet SLBE requirements? Are there SLBE guidelines/limitations such as percentage of ownership by the large firm, location of the large firm, minimum number of employees by the created firm, etc?

A30. In order to qualify as a Joint Venture, each individual firm must be certified as a SLBE independent of the Joint Venture (i.e. not a subsidiary of another business), so the scenario you described would not be applicable. Please see Exhibit A of the RFP (pages 11-12).

Q31. Does it matter if our accounting information is sent to San Antonio office? I assume this would be similar to where the majority partner is located….does not really matter as long as Primary Office is designated to be in Austin.

A31. From Exhibit A
A Small Local Business Enterprise (SLBE) is defined as an independently owned and controlled for-profit business that:
   (4) Is headquartered or otherwise located at a fixed, established commercial address located in the Austin-Round Rock-San Marcos MSA through which it performs a commercially useful function and maintains a significant business presence as defined by the SDBP.

Q32. We are currently certified as a City of Austin WBE and State of Texas HUB. Will you please send me any information I need in order to qualify for ACC projects under the small local business enterprises. In addition, can you please direct me to a link that publishes attendees who respond to your RFQ’s? I am specifically interested in the attendees that will be attending the pre-submittal conference taking place today.

A32. The criteria to be eligible for future certification is described in Exhibit A of the RFQ. The actual process to become certified is still under development, so for this solicitation we asking for firms to self-identify and complete the SLBE Misrepresentation Affidavit. The attendee list was part of Addendum 2.

Q33. In reading through the ACC RFQ 906-15015RW, there is mention of the Small Business Development Program, and the need for eligible small business to be certified. Further, it mentions that there are “forms” that need to be completed for this process. I have been looking for these forms or information on this certification process on the ACC website, but cannot seem to find it. Can you please direct me to where I can find these forms and/or to get the instructions on how to become certified?
A33. The forms required for this contract in regards to the SBD Program are now posted on ACC’s website. However, certification will likely be an electronic process which is also in development, but no timeline can be given as to when that portal will be operational.

Q34. I hope all is well with you this weekend. I have talked with several ACC Board members and staff members about the focus on small local businesses and I was excited about potential participation in the new upcoming projects. My Austin based architectural firm currently has HUB Certification with the State of Texas and WBE/DBE Certification with the City of Austin. In reviewing your SLBE/ESLBE requirements, it states that the company is required to have been in business for 1 year. We started our firm last June and we are in the 9th month of operations. Since the work will begin close to or after our first year anniversary, would we be able to contribute to the SLBE/ESLBE participation on teams for the Highland Mall RFQ RFQ# 906-15015RW?

A34. As of today no, your company would not be certifiable as a SLBE. However, upon reaching your 1 year in business anniversary and meeting all other requirements set-forth, certification could be granted (after application) which would then count all expenditures going forward made to your firm towards participation. A Small Local Business Enterprise (SLBE) is defined as an independently owned and controlled for-profit business that:

[1] Has been in existence for at least one year;

Q35. Without a defined program, and being unsure or our overall fee, we cannot state with accuracy what the small business consultants fees will be. Is it acceptable to put “TBD – to be determined” when listing the SLBE Dollar Value of Contract Participation and the SLBE’s Percentage share of dollar value of total contract?

A35. No it is not acceptable to put “TBD”. A responsive bidder must indicate projected Dollar Value Amount or Percentage Share Amounts for all sub consultants. ACC recommends that respondents provide conservative participation levels, as they will become part of your commitment.

Q36. Can you please clarify what offer means in this sentence: “Forms A-F of the SLBE participation commitment forms are due with the offer in a separately sealed package marked ‘SLBE Participation’”

Does offer mean submit with Step1, Step 2 or with a proposal after the job is awarded?

A36. Offer = Bid, Proposal, Qualifications, etc. Submission is due in Step 1

**END ADDENDUM 3**