



## City of Killeen

### ADDENDUM NO. 2 for RFQ 17-10

#### MUNICIPAL PROJECTS REQUIRING PROFESSIONAL SERVICES

**RFQ CLOSING DATE: May 17, 2017, @ 4:00 p.m.**  
**Today's date: May 11th, 2017.**

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**The following questions have been presented. Answers follow in *italics*.**

Q. Can the audited Financial Statements as noted in Section 8 of the RFQ be submitted under separate cover?

*A. No. Audited financial statements must be included in the Statement of Qualifications as outlined in the RFQ packet. Statements of qualifications must be sealed and will be directly delivered to the Purchasing office as stated in the RFQ packet. Statements will then be viewed by members of the evaluation committee. Any document submitted to the City is subject to a request for information and subject to interpretations of the Public Information Act by the Attorney General (AG).*

*If the City receives an information request, then the City would raise appropriate exceptions for RFQ/RFP submissions under the Public Information Act.*

*It is helpful if the documents are clearly marked as "confidential" and/or "proprietary." It is important to note that when the City raises the proprietary exception and mails out letters to the entities submitting a Statement of Qualification, the AG will likely require the City to release the information if they do not receive a response from the entity further explaining why the documents meet this exception from disclosure."*

Q. Can our firm submit our confidential financial statement in a separately sealed envelope directly to Mr. Jimenez?

*A. No. See first response above.*

Q. Our firm considers our financial statement to be highly confidential. May we address this requirement in Section 8 with a statement in the SOQ that says we will, upon request, provide our financial statement directly to the individual (s) evaluating those statements in lieu of making it part of the SOQ for everyone to see?

*A. No. See first response above.*

Q. Audited financial statements cost quite a bit of money to have done. Can we include our financials along with a supporting letter from our bank?

A. *No. See first response above.*

Q. In Section 8 of the RFQ requirements, you ask for “Audited Financial Statement for lead firm”. Can you please advise how many years you require or only the most recent years?

A. *Please submit the most current year.*

Q: Can a respondent submit for one of the professional services listed under ‘Other Professional Services’ as noted on page 13 of the RFQ? If so, how do they indicate in the response to the RFQ?

A. *Yes. Annotate it in your written response.*

Q: Will more than one PM be selected?

A: *This RFQ is to create a "pre-qualified" list of firms that can be utilized for City projects. Placement on the list does not guarantee that a firm will be awarded a contract with the City.*

Q. Will the form of Agreement used by the City of Killeen be one noted on NSPE’s list of Contract Document Categories? <https://www.nspe.org/resources/shop-nspe/ejcdc-contract-documents>

A. *The City of Killeen generally utilizes an amended version of the 1996 EJCDC contracts. For smaller projects, the City may use a short form letter of agreement. These documents will be provided at the time a firm is chosen for a project. Alternatively, a firm may propose a different form of agreement which may be negotiated and approved by the City.*

Q. Section 6 states “A list of not more than five (5) representative projects per discipline identified in this solicitation”. If we are presenting solely on Professional Services, can you confirm the aforementioned disciplines do not apply?

A. *All of the disciplines included in this RFQ are considered Professional Services. If a firm was submitting for project management only, the firm will need to provide five construction management projects including clarification of the type of project management they provided. For example were they a PM for a Waterline project, Treatment Plant project, Roadway project? Etc.*

Q. The RFQ does not require a Registered Architect or Professional Engineer for Program Management services. Will a Certified Construction Manager be acceptable to the City of Killeen for the Program Manager? Please refer to: <http://cmaanet.org/certified-construction-manager-ccm>.

A. *A certified construction manager may be utilized for some projects.*

Q. Will electronic submissions be accepted using the killeentx.ionwave.net/login.aspx website?  
If not an electronic submission, how many copies/originals are required?

A. *The City does not accept electronic submissions through the internet or email. Firms should submit one (1) copy of its RFQ submittal on letter-sized (8½" x 11") white paper, bound, with sequentially numbered pages. The respondent shall also provide an electronic archive copy of its RFQ submittal (.pdf format preferred).*

Q. Can we submit separate RFQs for each discipline (Transportation, Water and Wastewater, Drainage/Storm Water, Solid Waste Management, Other Professional Services)?

A. *Yes. Acceptable, but not required.*

Q. The Executive Summary is a 4-page limit and excluded from the 20-page count?

A. *The Executive Summary is a maximum of four pages and is not excluded from the 20 page count. The RFQ submittal shall be limited to a maximum of twenty (20) single-sided pages or ten (10) double-sided pages (excluding transmittal letter, index sheets, insurance certificates, financial statements, litigation summaries, and supporting appendices, if any).*

Q. Are resumes included in the 20 -page limit for the submittal or are they excluded?

A. *Resume will not count against the 20 page limit.*

Q. Do you prefer the resumes in the appendix or included in Section 2?

A. *Appendix is preferred and will not count against the 20 page limit.*

Q. Has there been any consideration into communication requirements about these projects? Is the City looking for a firm that has experience in holding community meetings, providing media relations, stakeholder relations, social media campaigns, etc. regarding public infrastructure projects.

A. *At this time, the City is not looking solely for communication support. Many of the experience areas identified will include some type of public outreach and interaction once a Professional Service contract is awarded.*

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Please acknowledge receipt of Addendum No. 2 by signing below and returning to the Purchasing Office in your packet.

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Randy Jimenez  
Purchasing Manager

Acknowledgement:

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_