

**ADDENDUM No. 1**  
**Request for Qualifications (RFQ)**  
**19RFQ121 On Call A/E Services Campus Support**

March 15, 2019

**Item 1: Questions and Answers**

**Item 1:**

1. In Tab 1, Item 5, Architectural, Structural, Mechanical, Electrical, Civil, and other services are listed. Does this mean that each of these disciplines (Architectural, Structural, Mechanical, Electrical, Civil, and other services) should be represented in the submitting project team? If so, we need to obtain sub-consultants to provide the mechanical, electrical, civil, and other services.
  - a. Yes, If you are an A/E you should list sub-consultants that you normally team with, But if a Structural, Mechanical, Electrical, or Civil submits solo, they will be considered as well. In fact your sub consultants could submit solo for their discipline
2. Would you be able to elaborate on “other” services?
  - a. (Portable Relocation, Interior Design)
3. Do you anticipate that the on-call services will involve new design or renovation of existing structures?
  - a. Both, but the majority will be renovation
4. Please confirm that 10 architects and 10 engineers will be selected.
  - a. The number of selected firms will be contingent on the number of qualified respondents.
5. What kind of scopes of work will the projects have?
  - a. This will be on a project by project basis.
6. How will the contract be treated/ how will the firms be chosen for each project?
  - a. Please see the solicitation for a sample contract and the selection criteria.
7. What types of consultants will be needed?
  - a. Please see the solicitations for details.

8. Please confirm that there are *not* HUB goals for this project, but the use of HUB consultants is preferred and required to be documented via the “HUB ATT 1 No Goals” Excel spreadsheet form.

- a. Please see clarification below.

Please ensure interested proposers reference the highlighted information in the “NO GOALS Compliance Information for Construction Related Projects” on page 3 of this document provided in the solicitation.

CLARIFICATION: (“NO GOALS Compliance Information for Construction Related Projects” document page 3.

1. **The HUB Utilization Report – HUR form (see HUBATT 1) is ALWAYS required for responsiveness check and will be used for tracking project payments.**

Please ensure all proposers submit the HUBATT1C at time of submission. Please see a SAMPLE of this required document attached. You will need to enter ONLY the Prime Firm’s name with HUB designation in TABLE 1 and all proposed subconsultant names in TABLE 2 including HUB code designations. You MUST still submit HUBATT1 if you do not have any proposed subconsultants.

2. **On a “No Goals” solicitation, a Bidder/Proposer must submit documentation where Good Faith Effort (GFE) was demonstrated ONLY when a certified subcontractor/subconsultant is NOT being used.**

As indicated in the highlighted information above, if you list a subconsultant that is **not** certified with these two agencies, GFE **MUST** be submitted with proposal to be HUB Compliant:

State of Texas - <https://mycpa.cpa.state.tx.us/tpasscmblsearch/tpasscmblsearch.do> or  
City of Austin - [https://www.austintexas.gov/financeonline/account\\_services/search/vendors/certvendor.cfm](https://www.austintexas.gov/financeonline/account_services/search/vendors/certvendor.cfm)

Please contact the AISD HUB Program at [HUBProgram@aisd.org](mailto:HUBProgram@aisd.org) if you need any HUB related assistance, especially fulfilling the GFE requirements outlined in the “NO GOALS Compliance Information” document provided in the solicitation.