

**East Texas Council of Governments
Architect and Engineering Services Request for Qualifications**

The purpose of the following is to answer questions and provide clarification to questions received as of March 15, 2010.

If there is a discrepancy between the answers in this memorandum and any verbal response received from an East Texas Council of Governments staff member, the written answers in this memorandum shall be considered as ETCOG's official response.

**Pre-Proposal Conference, March 9, 2010
Questions and Answers**

1. What projects do you have now?
See page 5 of the RFQ section "Scope of Work" which details the current projects anticipated.
2. Do you have furniture procurement?
No, a furniture procurement has not been completed. However, the transportation funding has money in their budget for office furnishings.
3. Is building ADA compliant?
The building is borderline and currently grandfathered in many areas. However, we are aware that once we begin renovations all ADA will be to be addressed and a plan for correction immediately written and implemented.
4. Does this request only refer to architectural issues, not environmental?
Environmental issues are not on the schedule of needed services at this time. However, there is always a possibility that a need will arise in the future.
5. What funding do you currently have available?
ETCOG has ARRA funds from Texas Department of Transportation for a restroom enhancements, parking lot and drive expansion, lighting storage building for on premise storage and renovations to new space in building (3,200 square feet). (Diagram of building provided as well as tour of entire building).
6. Are there plans for more growth, need more space?
ETCOG purchased the remainder of the building so that we have a total of 17,800 square feet and the acreage around the building and on the lot directly across from the building for future expansion. Currently the level of staff can fit within the building with modifications to 50% common area and 50%
7. Do you have mostly architectural projects, or are their engineer projects?
The only engineering project we have identified at this time is for the specifications to fix a situation in Marshall, Texas as the Marshall Depot lift is not operational and therefore the Depot does not meet ADA requirements.
8. Is goal to complete space plan?
Yes, it is intended that the entity awarded a contract will develop a Master Plan for the entire property, which includes the renovations and building expansion in phases which can then be completed on a "pay as we go" basis so as to remain within budget constraints.
9. What do you mean by Branding?

It is intended that ETCOG will develop interlocal agreements with local member governments to provide contracted services, as deemed appropriate, by the winning architect/engineering entity. These additional services are advantageous to all parties in terms of cost savings and cooperative efforts.

Additional questions received by email and fax:

In reference to overall page count for the submittal: Are the Table of Contents, Tabs and Certification Verifications included in the 35 page limit?

Yes, the maximum length for the entire document is 35 pages.

In reference to Attachment A #2: Are the qualifications for our entire team needed here, or just the architecture firm?

It is anticipated that any team member who may potentially be part of services provided to ETCOG would have their resume included.

In reference to Attachment A #5:

a) Are the representative projects to be from the architect, or from the team in general?

It is anticipated that any team member who may potentially be part of services provided to ETCOG would have their resume included.

b) Is there a limit to how many representative projects we present?

No, but there is a 35 page limit for your submittal.

In reference to Attachment A #6: Are references to be just from the architect, or from the team as a whole?

It is anticipated that any team member who may potentially be part of services provided to ETCOG would have their resume included.

It is noted on page 4 of 12 that all questions should be directed to you by Friday, March 15, 2010, 5:00 p.m. For a point of clarification, are the questions due today, Friday, March 12, or can we still submit questions through 5:00 p.m. Monday, March 15?

Monday, March 15th at 5:00pm is the deadline for questions

I have a quick question for you – I am getting my RFQ's ready – one original and five copies – I am doing my original in color – do you want me to do all six in color and mark one "Original" or do the original in color and the others in black and white?

1 original in color is fine. The others can be black and white.

On the Format for Qualification Submittal under Title Page it says "Qualification Benefits Qualification" – what is this?

That is a typo. it should read " Architect and Engineering Request for Qualifications"

In Attachment A to the RFQ, can the word ENGINEER and ARCHITECT be used interchangeably? Is it the intent of ETCOG to solicit proposals from architectural firms only (with engineers as subs) or can it be the other way around?

- *The word Engineer and Architect cannot be used interchangeably as they provide different services.*
- *The proposals can be submitted by Architectural firms or Engineering firms who demonstrate ability to provide Architectural as well as Engineering Services. We are only interested in the ability to demonstrate that firm has ability to provide both architectural and engineering services as per our requirements).*
- *We are not restricting Architectural firms only.*

For the RFQ Engineering and Architectural Services, in Section I., Page 3, you have mentioned the word “Environmental,” along with other services that are required. Please let us know if this RFQ needs Environmental work such as IAQ and Asbestos, Mold and Lead Survey work necessary as well Remediation Oversight.

At this time we do NOT have any identified specific Environmental issues such as IAQ and Asbestos, Mold and Lead Survey work necessary as well Remediation Oversight that we will be dealing with for this RFQ.