



ADDENDUM NO. 1

REQUEST FOR PROPOSAL FOR ARCHITECTURAL AND ENGINEERING DESIGN SERVICES FOR DEMOLITION OF KLEBERG BANK BUILDING AT PORT/AYERS

RFQ NO.: 2019-S-03

Date Issued: February 28, 2019

INSTRUCTIONS:

- (1) OFFEROR is required to comply with this Addendum No. 1.
- (2) This Addendum No. 1 becomes a part of this Request for Statements of Qualifications.
- (3) **OFFEROR is required to acknowledge this Addendum No. 1 in the proper place on the Certification and Statement of Qualifications form.**
- (4) For additional information, please contact Annie Hinojosa, Director of Procurement, or Sherrié Clay, Procurement Administrator, at (361) 289-2712.

This Addendum No. 1 is issued to make the following changes and clarifications on RFQ No. 2019-S-03:

1. The Corpus Christi Regional Transportation Authority (CCRTA) has made the following change to the last two bullet points in Section 2.4 of the Special Instructions:

Current:

- List four (4) relevant projects related to demolition design work completed within last five (5) years, and
- Describe recent ADA major projects (list no more than five (5)) that you were involved in and met the client's construction budget expectations over the last five (5) years, include Project Name, Scope of Work, Estimate, Actual Bid, Start Date, Completion Date, Company/Contact.

Revised:

- **List four (4) relevant projects related to demolition design work, completed within the last five (5) years that you were involved in. Please include the project name, brief description of the scope of work, construction estimate, actual construction cost, start date, estimated completion date, and actual completion date and company name and**

contact information.

2. The CCRTA has revised the Statement of Qualifications Submission Check List (Appendix J) to remove the following sections as required documents to be submitted with Offeror's Statements of Qualifications:

- **Section 14. Sample Form 1295 (Appendix E)**
Form 1295 "Certificate of Interested Parties" is not required to be submitted with Offerors' Statements of Qualifications. Offerors are only required to submit Form 1295 upon notification of recommendation for award.
- **Section 18. Request for Information From (Appendix I)** and
- **Section 19. Statement of Qualifications Submission Checklist (Appendix J)** have also been removed from the Statement of Qualifications Submission Check List as required documents to be submitted with Offerors' Statements of Qualifications.

The revised Statement of Qualifications Submission Check List is below:

APPENDIX J

STATEMENT OF QUALIFICATIONS SUBMISSION CHECKLIST

This checklist is a tool to assist Offerors in including all required documents which must be submitted in the Offeror's Statement of Qualifications package.

Statement of Qualifications Documents Required	Check
Statement of Qualifications MUST BE submitted in the following format:	
1. Table of Contents	
2. Transmittal Letter	
3. Firm Qualification's/Summary of Relevant Projects	
4. Key Personnel Qualifications	
5. Work Approach	
6. Quality of Client Services	
7. Supporting Information	
8. Current License	
9. Insurance	
10. Architectural and Engineering Services Questionnaire (Appendix A)	
11. Certification Form (Appendix B)	
12. Certification and Statement of Qualifications (Appendix C)	
13. Disclosure of Interest Certification (Appendix D)	
14. Restriction of Lobbying (Appendix F)	
15. Accessibility Policy (Appendix G)	
16. References (Appendix H)	
Statement of Qualifications MUST include the following:	
1. One Original Statement of Qualifications	
2. Five hard copies of Statement of Qualifications	
3. One Electronic copy on a USB Flash Drive	
1. Table of Contents	
2. Transmittal Letter – must be submitted	
3. Firm Qualifications/Summary of Relevant Projects– must be submitted	
4. Key Personnel Qualifications - must be submitted	
5. Work Approach – must be submitted	
6. Quality of Client Services – must be submitted	

7. Supporting information – must be submitted	
8. Current License	
9. Errors and Omissions Coverage – must be submitted	
10. Architectural and Engineering Services Questionnaire (Appendix A) – One (1) original sealed in a separate envelope. Sign, Print Name, list Title, and Date at the bottom of the Questionnaire.	
NO OTHER COPIES ARE TO BE SUBMITTED. DO NOT INCLUDE A COPY ENCLOSED WITH YOUR STATEMENT OF QUALIFICATIONS.	
11. Certification Form (Appendix B) – Sign, Print, Date and list Title	
12. Certification and Statement of Qualifications (Appendix C)	
- Certification and Statement of Qualifications (Appendix C) Offeror must:	
1. Sign	
2. Print Name	
3. Title and Date	
4. Firm Name	
5. Business address: Street, City, State and Zip	
6. Office and fax telephone numbers	
7. Email address	
8. Firm owner and Firm CEO	
9. Taxpayer Identification Number	
10. Number of years in contracting business under present name	
11. Type of work performed by your company	
12. Have you ever failed to complete any work awarded to you?	
13. Have you ever defaulted on a Contract?	
14. Taxpayer ID# and Date Organized	
15. Date Incorporated	
16. Is your firm considered a disadvantaged business enterprise (DBE)?	
17. If you answered yes to the DBE question, explain type.	
18. Addenda Acknowledgement – write in each addendum issued (i.e.	

<i>Addendum No. 1, 2, and 3)</i>	
19. DUNS# - Insert your firm's active DUNS#. You may check the status of your firm's DUNS# at SAM.gov	
13. Disclosure of Interest Certification (Appendix D)	
- Disclosure of Interest Certification (Appendix D) the Offeror must:	
1. Firm Name	
2. Street, City, Zip	
3. Identify your Firm by circling one of 1-4 or provide other in 5	
4. If there is a conflict of interest in the Disclosure Questions, then provide the name of the individual, job title and department or board, commission or committee.	
5. If there is not conflict then move to the Certificate section and Print, list Title, Sign and Date	
14. Certification and Restrictions on Lobbying (Appendix F)	
- Certification and Restrictions on Lobbying (Appendix F) Offeror must:	
1. Name	
2. Title	
3. Company Name	
4. Date	
5. Sign	
6. Printed Name	
7. Company Name	
15. Accessibility Policy (Appendix G) – Sign, List Company, Position, and Date	
16. References (Appendix H)	
- References (Appendix H) the Offeror must:	
1. List four (4) similar projects in which your firm has completed within the last five (5) years.	
2. Provide a list of contracts that your firm currently has in progress.	

3. The CCRTA has provided the following responses to questions asked during the pre-qualification conference.

- Will the pad site for the ATM be included in the footprint of the demolition area?
 - **The Bank will designate a site location for the ATM after the specifications/drawings for the demolition have been completed. They will have to review the final demolition plan in order to determine the best location for the new ATM.**
- What does the pad site for the ATM entail?
 - **The ATM Parcel shall be comprised of a 6 ft. by 8 ft. piece of land with an adjacent parcel 10 ft. by 25 ft. representing the Parking Parcel. The location should have ingress and egress to and from S. Port Avenue and Ayers Street. The exact location of the ATM location, shall be specified in a site plan showing both parcels for Kleberg Bank to approve before construction of a new ATM site.**
- Has any type of hazardous material been found on the Kleberg Bank property?
 - **An asbestos survey performed on the bank property on December 12, 2015 by All Points Environmental, LLC identified several locations throughout the bank building that tested positive for asbestos containing material.**
- Is there any lead paint in the Kleberg Bank building?
 - **Bank representatives did not know if there was lead paint used in the building. The CCRTA will have to hire a company to test for lead paint before the demolition process begins.**
- Are firms outside the state of Texas allowed to respond to this RFQ?
 - **Yes**