



## ADDENDUM NO. 1

### REQUEST FOR QUALIFICATIONS FOR GENERAL ENGINEERING SERVICES

RFQ NO: 2024-FS-01

Date Issued: February 1, 2024

#### INSTRUCTIONS:

- (1) OFFEROR is required to comply with this Addendum No. 1.
- (2) Addendum No. 1 becomes a part of this Request for Qualifications.
- (3) **OFFEROR is required to acknowledge this Addendum No. 1 in the proper place on the Acknowledgement of Addendum/Addenda (Attachment C) form.**
- (4) For additional information, please contact Christina Perez, Director of Procurement, or Sherrié Clay, Procurement Specialist at (361) 289-2712.

This Addendum No. 1 is issued to make the following changes to RFQ No. 2024-FS-01:

1. The Corpus Christi Regional Transportation Authority (CCRTA) has revised RFQ No. 2024-FS-01 as follows:

The RFQ No. 2024-FS-01 for General Engineering Services has been revised to update page 1 of 74, specifically regarding the pre-qualification conference day.

**The current listing stated the pre-qualification conference day as Thursday, February 13, 2024.**

**The revised has corrected and replaced it with the accurate pre-qualification conference day of Tuesday, February 13, 2024.**

2. The CCRTA has modified the RFQ to include the following Statement of Qualifications Submission Checklist:

## STATEMENT OF QUALIFICATIONS SUBMISSION CHECKLIST

(USE AS A REFERENCE ONLY)

Statement of Qualifications Documents Required	Check
<b>Statement of Qualifications MUST BE submitted in the following format:</b>	
<b>Statement of Qualifications Contents</b>	
1. Cover Letter	
2. Table of Contents	
3. Categories Form (Appendix I)	
4. Minimum Requirements Form (Appendix II)	
5. Firm Experience	
6. Team Experience	
7. Capacity and Capability of the Firm	
8. Management and Organizational Approach	
9. Responsiveness to the Agency Needs	
10. Performance Standards	
11. Quality Control Program (and Safety)	
12. Disadvantaged Business Enterprise (DBE) Participation	
<b>Required Documents</b>	
<b>Attachments and Certifications</b>	
13. Certification Form (Attachment A)	
14. Conflict of Interest Acknowledgement and Certification (Attachment B)	
15. Acknowledgment of Addendum/Addenda (Attachment C)	
16. References (Attachment D)	
17. Bidder/Offeror/Proposer Information Sheet (Attachment E)	
18. Request for Information Form (Attachment F)	
19. Certifications of Restrictions on Lobbying (Attachment G)	
<b>Appendices</b>	
20. Categories Form (Appendix I)	
21. Minimum Requirements Form (Appendix II)	
<b>Submission of Statement of Qualifications Content</b>	
<p><b>The following documents <u>must</u> be signed and returned with your Statement of Qualifications for it to be considered responsive:</b></p> <p><b><u>For mailed Statements of Qualifications submissions, please submit the following documents:</u></b></p> <ul style="list-style-type: none"> <li>• Statements of Qualifications Response to the RFQ – <ul style="list-style-type: none"> <li>➤ One (1) original, five (5) hard copies, and one (1) electronic version supplied on a USB Flash Drive</li> </ul> </li> <li>• Attachments and Certifications: <ul style="list-style-type: none"> <li>➤ A, B, C, D, E, and G</li> </ul> </li> <li>• Appendices: <ul style="list-style-type: none"> <li>➤ I, and II</li> </ul> </li> </ul> <p><b>If hand delivery is preferred, please deliver to the third-floor receptionist to have your Statement of Qualifications time and date stamped.</b></p>	

<p><b>For electronic Statement of Qualifications submissions to <a href="mailto:procurement@ccrta.org">procurement@ccrta.org</a>, please submit as follows:</b></p> <ul style="list-style-type: none"> <li>• Statements of Qualifications Response to the RFQ, <b>(in one file)</b>,</li> <li>• Attachments and Certifications: <ul style="list-style-type: none"> <li>➤ A, B, C, D, E, and G <b>(in one electronic file)</b>, and</li> </ul> </li> <li>• Appendices: <ul style="list-style-type: none"> <li>➤ I, and II <b>(in one electronic file)</b></li> </ul> </li> </ul> <p><b>All three electronic files should be clearly titled and submitted together in the same email.</b></p>	
<b>Attachments and Certifications</b>	
<b>1. Certification Form (Attachment A) – Sign, Print, Date, and list Title</b>	
<b>2. Conflict of Interest Acknowledgement Certification (Attachment B)</b> List Offeror’s Name, Sign, Print, Date, and list Title	
<b>3. Acknowledgement of Addendum/Addenda (Attachment C)</b> 1. List Firm Name and write in each addendum issued ( <i>i.e.</i> , <i>Addenda No. 1, 2, and 3</i> ) 2. Sign, Print Name and Title, and Date	
<b>4. References (Attachment D)</b> 1. List 4 similar projects which he/she has completed within the last five years. <b>(Exclude the CCRTA as a reference).</b> 2. Provide a list of contracts that the firm currently has in process.	
<b>5. Bidder/Offeror/Proposer Information Sheet (Attachment E)</b> 1. Bidder/Offeror/Proposer must: a) List Company Name, Address, City, State, Zip Code, FEIN/TIN and Unique Identity Number b) List if the Company is a subsidiary. If yes, name the Holding/Parent Company c) List the number of years the Company has been in business d) List the Company’s Commodity/NAICS Code and Corresponding Index Entry 2. Disadvantaged Business Enterprise (DBE) Certification a) If you are currently certified as a DBE, list the year of initial certification and the name of the agency with whom you are certified. 3. Bidder/Offeror/Proposer Primary Contact a) List Name, Title, Telephone numbers (office and mobile), and a valid email address 4. Authorized Signatory (If different from Primary Contact) a) List Name, Title, Telephone numbers (office and mobile), and a valid email address	

<b>16. Certification of Restrictions on Lobbying (Attachment G)</b>	
1. List Name, Title, Company Name, Date, Sign, and Print Name	
<b>Appendices</b>	
<b>Categories Form (Appendix I)</b>	
1. Indicate the professional service category or multiple categories that your firm and qualifications represent with an "X" in the field next to the description.	
2. Also indicated the number of staff in that category	
<b>Minimum Requirements Form (Appendix II)</b>	
1. Answer Yes/No Questions	
2. Provide the Engineering Firm's Texas Board of Professional (TBPELS) registration number	
3. Provide each Engineer's TBPELS license number and experience (Include this in your Statement of Qualifications.)	