



## Brazos River Authority

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May 31, 2019

### **Addendum No. 1 TRINITY WELLS ARCHAEOLOGY AND ENVIRONMENTAL SUPPORT SERVICES RFP No. 19-06-1115**

It is the responsibility of the Respondent to assure and guarantee by acknowledging the receipt of this Addendum in the Proposal that the Respondent has received the Addendum in its entirety, and that the Respondent accepts all conditions contained herein.

**Question 1:**

Please clarify if there is a page limitation for Tab A.

**Answer 1:**

No page limit for Tab A.

**Question 2:**

Duplicate language pertaining to list and description of services within the last five years is presented in both Tab A and Tab B. Please provide clarification as to which Tab this information should be included under.

**Answer 2:**

If information is included in Tab A is complete, it is not necessary to repeat in Tab B; however, if there is anything additional you would like to highlight in relation to the areas of experience specifically inquired about in B(a), please include this information in Tab B of your response.

**Question 3:**

Can a cover letter be included with the proposal submittal? Would the cover letter count toward any page limitations?

**Answer 3:**

Yes, you may include a cover letter. No, the cover letter would not count toward page limitations.

**Question 4:**

Is BRA only requiring an electronic PDF version of the proposal be submitted? If so, how should the referenced "tabs" be presented?

**Answer 4:**

Yes, present Tab A and Tab B as you would hard copy versions.

**Question 5:**

If only an electronic PDF is required, can the proposal be emailed to the Purchasing Manager?

**Answer 5:**

Emails are not acceptable submissions. Proposals must be sealed and delivered as instructed in the solicitation.

**Question 6:**

If a hard copy proposal is required, how many copies should be provided? Should an original be marked? How should the electronic PDF be provided (CD, DVD, flash drive, etc.)?

**Item 4 Submittal Requirements** under the RFP Scope of Services indicates “*One (1) .pdf electronic version of the proposal and supporting materials must be received by the BRA.*” Is this requirement in addition to any hard copies? Also, is there a preferred method of electronic submittal; i.e. CD, thumb drive?

Does the BRA require both a hard copy and electronic copy of the proposal? In Number 4 (Submittal Requirements) on page 8 of the RFP, it says “One(1) .pdf electronic version of the proposal and supporting materials,” but does not indicate that a hard copy is requested.

Does the BRA prefer a CD or flash drive for the electronic copy? Assuming a hard copy is requested, does the BRA have a preferred binding method for a hard copy?

**Answer 6:**

Hard copy not required. Electronic submittal shall be on a flash drive.

**Question 7:**

Regarding Section 3. Information Required in the RFP Submittal - Tab Format

The first two sentences of Tab A: Item 4 are asking for the same information as Tab B: Item a) “A list and description of similar services completed within the last five years under your current company name or any other company name similar in nature to this solicitation. This should include the name, the location, a brief description of scope of services, and a contact name and telephone number of a reference for each client.”

To eliminate duplication, do you only want this information provided in Tab B?

**Answer 7:**

If information included in Tab A is complete, it is not necessary to repeat in Tab B; however, if there is anything additional you would like to highlight in relation to the areas of experience specifically inquired about in B(a), please include this information in Tab B of your response.

**Question 8:**

- Tab A, Section 4 - Directions call for “A list and description of similar services completed within the last five years under your current company name or any other company name similar in nature to this solicitation. This should include ...”
- Tab B, Section A - Directions call for what appears to be the same list and with the same verbiage. However, it goes on to specify experience with property due diligence, groundwater well siting and pipeline assessment. Which seems to be the essence of the scope of work.

It appears as though the RFP is asking for the same data in two locations. If this is incorrect, could you provide clarity on what you are expecting to see in terms of lists under Tab A and Tab B? Otherwise, is there a preference on which tab you would prefer the information to appear?

**Answer 8:**

If information included in Tab A is complete, it is not necessary to repeat in Tab B; however, if there is anything additional you would like to highlight in relation to the areas of experience specifically inquired about in B(a), please include this information in Tab B of your response.

**Question 9:**

Can BRA provide more information regarding this project, such as the number of wells, the county in which the wells will be located, intended use of the wells and their integration/connection to BRA's water supply system?

**Answer 9:**

Not at this time

**Question 10:**

How is the overall project being funded (e.g., BRA funds, TWDB funds)?

**Answer 10:**

BRA funds

**Question 11:**

RFP Item 3. Tab A (4) – Some of the information requested in the beginning of this RFP section (e.g., list and description of similar services completed within last five years, etc.) is repeated in Item 3. Tab B and Item 3. Tab B a). Can you please clarify the distinctions between the information required in all 3 of the RFP sections?

**Answer 11:**

If information is included in Tab A is complete, it is not necessary to repeat in Tab B; however, if there is anything additional you would like to highlight in relation to the areas of experience specifically inquired about in B(a), please include this information in Tab B of your response.

**Question 12:**

It appears that the a duplicate sentence requesting project information is listed in Tab A, (4); and Tab B, a). Just wanted to confirm this is correct.

**Answer 12:**

If information is included in Tab A is complete, it is not necessary to repeat in Tab B; however, if there is anything additional you would like to highlight in relation to the areas of experience specifically inquired about in B(a), please include this information in Tab B of your response.

Sincerely,

*Clarissa Cabrera, CTPM, CTCM*

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Purchasing Manager, Administrative Services

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