



## Brazos River Authority

---

March 25, 2020

### **Addendum No. 3 GROUNDWATER ENGINEERING AND CONSULTING SERVICES RFP No. 20-03-1166**

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:**

Will there be multiple awards on this RFP?

**Answer 1:**

There will be only one award on this RFP.

**Question 2:**

Can we submit for individual items only under 2. Scope, a-p?

**Answer 2:**

It is the intent of the BRA to award one contract for all services listed in paragraph "2. Scope of Services". Firms can team with other firms or individuals if needed.

**Question 3:**

Please clarify the difference between the proposed team members in Tab B Item 7 and the persons assigned to the contract in Tab B Item 2.

**Answer 3:**

Tab B, Item 2, references a point of contact from previous similar work and Tab B, Item 7, is a list of the proposed team members associated with this RFP.

**Question 4:**

For Items 2, 3, and 4 in Tab B, does "Firm" refer to only the prime contractor or to the prime contractor and any subcontractors?

**Answer 4:**

Firm refers to the prime consultant and any subconsultants.

**Question 5:**

Will the BRA office at 4600 Cobbs Drive be open on April 3<sup>rd</sup> and April 6<sup>th</sup> to receive the proposal? Alternatively, can the proposal be submitted via email, and if so, what is the email address for submittal?

**Answer 5:**

Reference Addendum No. 2 which states:

*"Mailed and hand delivery of submission will not be accepted. Please email submissions to [Clarissa.Cabrera@Brazos.org](mailto:Clarissa.Cabrera@Brazos.org) as instructed in the solicitation. Please ensure documents submitted via email are signed and submitted per solicitation instructions."*

**Question 6:**

Do our subconsultant(s) need to complete tasks in Tab C? If so, please specify which tasks need to be completed by the subconsultant(s).

**Answer 6:**

Only the prime consultant is required to complete the forms in Tab C.

**Question 7:**

In reference to the Conflict of Interest Questionnaire instructions in section 7. Conflict of Interest (page 7 of 9 in the RFP), is the following RFP language requesting a list of all people we have worked for within the BRA region?

**Answer 7:**

Section 7. Conflict of Interest states in part "If you have any questions about compliance, please consult your own legal counsel. Compliance is the individual responsibility of each person or agent of a person who is subject to the filing requirement". Please consult with your legal counsel on filing requirements.

**Question 8:**

Clarification is requested for the following RFP language, section 7. Conflict of Interest, lines 1 to 5 on page 7 of 9 in the RFP: "Pursuant to Chapter 176 of the Local Government Code, **any person** or agent of a person who contracts or seeks to contract for the sale or purchase of property, goods, or services with a local government entity (i.e., Brazos River Authority) must disclose in the Conflicts of Interest Questionnaire Form ("CIQ") the person's affiliation or business relationship that **might cause** a conflict of interest with the local government entity."

**Answer 8:**

Section 7. Conflict of Interest states in part "If you have any questions about compliance, please consult your own legal counsel. Compliance is the individual responsibility of each person or agent of a person who is subject to the filing requirement". Please consult with your legal counsel on filing requirements.

**Question 9:**

Given the current health risks associated with our team members using shared production equipment in the office and working within confined spaces, our company has mandated that all employees able to work remotely do so when feasible. Will the BRA kindly consider accepting electronic proposals in response to RFP No. 20-03-1166, Groundwater Engineering and Consulting Services, to minimize the threat of spreading the COVID-19 virus among our office and yours?

**Answer 9:**

See answer to Question 5 above.

**Question 10:**

Are respondents required to provide all of the services listed in Section 2?

**Answer 10:**

See answer to Question 2 above.

**Question 11:**

Specifically, is item e. *Provide surveying and topographic field data collection* required?

**Answer 11:**

Yes, the BRA's intent is to have these services available under this contract and the prime consultant may include a subconsultant for these services.

**Question 12:**

If the answer to the first two questions is "no," will the omission of this service adversely affect the scoring of the proposal by BRA staff?

**Answer 12:**

N/A

**Question 13:**

Tab A(4): A list and description of similar services completed in the last five years...Is there a specific number of case studies and/or length (one page, one paragraph, etc.) of description preferred? Typically we provide a one page description of each case study.

**Answer 13:**

No specific number of case studies or length required.

**Question 14:**

Does the litigation portion of this question only pertain to cases where our Firm has been sued?

**Answer: 14**

Tab A. (4), states in part "List litigation that your company has been a party to in the last five (5) years, under your current company name or any other company name. Include only litigation that involves business units in your company that are proposed for performing the professional services under this RFP". Your company or any other company name, including business units in your company.

**Question 15:**

Tab B(3): A detailed description of the Firm's quality control methodology for groundwater studies, reports, implementations, and other project related documents. Is the RFP requesting detailed descriptions of each quality control aspect of the project, i.e. QA/QC samples in the field (temp blank, trip blank, field blank, field duplicate), QA/QC methods used by field technicians (sampling methods, gloves, decontamination, ice), QA/QC reporting (peer review, use of QA/QC documentation, status reports), QA/QC laboratory reporting, etc.?

**Answer 15:**

The intent of Tab 2, Item 3, is for the proposal to address the Firm's QA/QC methodology with a general description and not provide detailed processes.

**Question 16:**

Is there any additional documentation needed for small business enterprises, Historically Underutilized Businesses, etc.?

**Answer 16:**

No additional documentation is needed.

Sincerely,

*Clarissa Cabrera, CTPM, CTCM*

Clarissa Cabrera, CTPM, CTCM  
Purchasing Manager, Administrative Services

4600 Cobbs Drive • Waco, Texas 76710  
254 761 3123