



## Brazos River Authority

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November 20, 2019

### **Addendum No. 1 Inundation Mapping for Downstream Structures RFP No. 20-11-1140**

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:**

Can the work be done remotely?

**Answer 1:**

Yes.

**Question 2:**

Is there an MBE Goal?

**Answer 2:**

No.

**Question 3:**

Is this a new RFP or a re-issues?

**Answer 3:**

This is a new solicitation.

**Question 4:**

If it's a re-issue who is the current incumbent and what is the expiration date on their contract?

**Answer 4:**

See Question 3.

**Question 5:**

Will you please confirm that no pricing information is required for this proposal?

**Answer 5:**

No pricing information is requested at this time.

**Question 6:**

Is the hydraulic modelling data from the *BRA Inundation Mapping and Reservoir Operations Project (August 2018)* available for review?

**Answer 6:**

Yes. Please use the following link for the information. <http://brazos.org/RFPInfo>

**Question 7:**

Is a cover letter allowed before Tab A? May we include a cover letter? If yes, should it be placed before Tab A or as the first page in Tab A?

**Answer 7:**

Yes, a cover letter is allowed before Tab A.

**Question 8:**

On page 2 of 9, under “GENERAL INSTRUCTIONS TO RESPONDENTS” (Item 3. SIGNATURE ON PROPOSALS), the RFP states that the “proposals must be manually signed in ink by an authorized person”. On page 7 of 9, under Submittal Requirements” (Item 4.), the RFP states, “Submit sealed proposal in an electronic format (.pdf reviewable with Adobe Acrobat) on a flash drive.”. In the former case, a hardcopy proposal (signed in ink) would be required. In the latter case, an electronic submittal on a flash drive is requested. Please clarify.

**Answer 8:**

The solicitation submittal is required to be signed. Signature may be digital, electronic or hand written.

**Question 9:**

Please explain what is meant by a “sealed” proposal in electronic format (page 7 of 9, Item 4., Submittal Requirements)? Does the file need to be password protected?

**Answer 9:**

Proposal is to be sealed in an envelope and plainly marked on the outside per instructions contained on page 1 of 9 in the solicitation. Proposal file does not need to be password protected.

**Question 10:**

The mailing address is a PO Box and the delivery address is not. If we find we must use FedEx or UPS (who do not deliver to PO Boxes) for shipping, may we send the package to the delivery address at BRA’s Purchasing Manager at 4600 Cobbs Drive, Waco, Texas 76710?

**Answer 10:**

Submittals are accepted at either address noted in the solicitation.

Sincerely,

*Clarissa Cabrera, CTPM, CTCM*

Clarissa Cabrera, CTPM, CTCM  
Purchasing Manager, Administrative Services

*4600 Cobbs Drive • Waco, Texas 76710  
254 761 3123*