Health & Human Services Commission
Executive Commissioner
Cecile E. Young

Procurement & Contracting Services
Construction Procurement Director
Richard D. Ehlert

1100 W. 49th Street
Mail Code 2020
Austin, TX 78756

ADDENDUM #01 DOCUMENT

DATE: 06/02/2021
RFQ #: **HHS0010333**
SUBMITTAL DEADLINE: June 16, 2021 by 10:30 A.M. Central Time
HSP DEADLINE: June 16, 2021 by 10:30 A.M. Central Time

Addendum item #1: to **LIST** the **ATTENDEES** at the **pre-submittal conferences**. The list of attendees at the pre-submittal conferences is attached below.

Addendum Item #2: to **RESPOND** to questions submitted:

#	QUESTION	ANSWER
1	We are interested in submitting on this RFQ but our services are not listed in the disciplines. We provide Information Technology, Audio Visual, and Security Design and Consulting. Are you looking for these disciplines?	HHSC is seeking proposals for the stated disciplines only.

#	QUESTION	ANSWER
2	For the prime firm, I assume a firm can Self-Perform based on the options of Method V on the HUB plan. So that being said, can we submit just the services we provide? For example can we submit a single package, self-perform submittal for these services, as self-perform? 925-07 Civil 925-31 Electrical 925-67 Mechanical 925-39 Fire 925-56 Structural You said to list no more than two services per region for Exhibit E? If we pick Austin as a region we can only provide two of the services? Or does MEP count as one set of services? Can you expand the information and clarification on the Exhibit E instructions for submitting? 906 – 44 Heating; Ventilating; Air Conditioning, Architectural Services 907 – 83 Testing Services 925 – 07 Air Conditioning, Heating and Ventilating Engineering 925 – 17 Civil Engineering 925 – 31 Electrical Engineering, Including Cogeneration Design Services 925 – 35 Environmental Engineering 925 – 39 Fire Protection Engineering 925 – 56 Inspecting, Structural Engineering 925 – 67 Mechanical Engineering	As no work is defined at this stage, Respondents are encouraged to submit a HUB Subcontracting Plan as Self-Performing (Method 5) with their submission. Once a project is defined (after award), and an activation is executed, the Contractor shall submit a HSP that indicates the appropriate subcontracting strategy and Good Faith Effort Method (1-5). Note that the disciplines stated in **Exhibit E – Professional Design Services Discipline and Region Designation** are more generalized than the opportunities indicated for HUB Subcontracting. As stated in **Exhibit E – Professional Design Services Discipline and Region Designation**, Respondents shall submit no more than two (2) preferred disciplines per Region from the disciplines listed in the Exhibit. Austin facilities are included in Region 3, which also contains facilities in Brenham, Kerrville, Richmond and Waco. The full list of disciplines included in this solicitation (there are 9) is located on page 5 of 5 of **Exhibit E – Professional Design Services Discipline and Region Designation**. MEP is considered one discipline. Suppose that a Respondent is interested in submitting for MEP and Roofing Consulting for regions 3 and 4. See **Addendum Item #4** for an example as to how a respondent would populate **Exhibit E – Professional Design Services and Region Designation**.

#	QUESTION	ANSWER
3	Can we deliver our package early, for example on the afternoon of June 15 to the address noted in the RFQ or does it have to be the morning of June 16?	You may deliver your submission at any time that you wish, provided that it is received prior to the date and time specified as the deadline for receipt of submissions.
4	Page 13-14, Section 4.1.2, Minimum Qualifications: • Please confirm that by responding to the items under Section 5.1 we satisfy the minimum qualifications; that we do not need to provide separate answers to the items in 4.1.2.	Both are required but can be combined or separated at the discretion of each Respondent. Section 5.1 details the items that are weighted and scored in the subjective evaluation of demonstrated qualifications of each respondent. Section 4.1.2 details the minimum qualifications that must be demonstrated in order for a submission to be evaluated.
5	Page 17, Section 5.1.9, Exhibit B: • We have questions regarding the HSP, Method A, Attachment A - how do we put a dollar amount for our consultants when we don't even know what the project scope will be? • Also, we don't know what consultants will be needed until we know the project scope. Do we just put the typical consultants (Civil, Structural, and MEP) and then adjust at a later date? • Also, we don't have enough time to find HUB's if we have to allow 7 working days – will the submission deadline be extended to allow more time to achieve this?	Respondents are encouraged to include a self-performing HSP with their submission. A/Es shall be required to update their HSP with each activation award. See answer to Question #2.
6	In Page 10 , Section 3.7 The HHS states to submit one original (paragraph 5) and one electronic copy (paragraph 5). Where may I submit the electronic copy, and may the whole submittal be electronic or it must be mailed out? I created an account on the HHS Enterprise Portal but it requires an Oracle People Soft log in as well. Please clarify.	Submission instructions are located in **Section 3.7.3.1 - Response Delivery and Location** of the RFQ (begins on page 11 of 23) for Express/Overnight/Hand-Delivery or USPS. Please do not utilize the HHSC Online Bid Room for your submission.

#	QUESTION	ANSWER
7	Page 15 Section 5.1.1 The HHS states "If a Respondent submits Solicitation Responses for services in multiple disciplines, then each Response must be a separate submittal responding to the requirements listed. We are to submit for the disciplines of Environmental Engineering and Geo and CMT. Are we to prepare individual responses for each with specific qualifications and projects and all the same requested paperwork included?	Yes. Each submitted discipline will be evaluated separately and on its own merits.
8	Just want to confirm that the submission: 1. Is not through an electronic portal. 2. Shall be mailed or hand delivered only. 3. Shall consist of a flash drive with NO printed | hard copies. If you could confirm through the Addendum or the portal, it would be very appreciated….	See question #6 above. Hard copies are neither requested nor desired.

#	QUESTION	ANSWER
9	• **Section or paragraph number from this Solicitation** From the main RFQ document: Article V • **Page number of this Solicitation** Page 16 of 23 • **Exhibit and section or paragraph number from the Exhibit** Pertains to the main RFQ document: 5.1.3 Discipline • **Page number of the Exhibit** Pertains to the main RFQ document, not from an exhibit. • **Language, topic, section heading being questioned** Article V: 5.1.3 Discipline • **Question for HHSC** 1. Is there a list of relevant information that HHSC would like to see on each resume and project sheet? Past solicitations has required the SF330, but I did not see that referenced in any attachment, exhibit or the solicitation itself. 2. Relating to the question above, is there any time limit to the projects we submit (i.e. completed in the past 5 years)?	The **GSA Form: SF330 - Architect-Engineer Qualifications** is not required. The information conveyed in a submitted proposal is at the discretion of each Respondent. 5 years is a suitable maximum time limit for relevant projects.

#	QUESTION	ANSWER
10	Article IV – Subsection 4.1.2(a)(iii) Page 14 of 23, Subject: Certify that it (respondent) has been in business continuously and without interruption for a minimum of five (5) years. Question 1a: Does this statement require that the responding firm or the qualifying person (Respondent) to have been in operation for a minimum of five years? Question 1b: If the requirement applies to the firm and not the person, would this requirement eliminate a Respondent who meets all qualifications, but submits an exception request for this requirement?	1a. The respondent firm must have been in business for the minimum of 5 years to meet the requirement. 1b. Yes. A person who meets the requirement does not over-ride the qualification for the business; and therefor the respondent would not meet this minimum needed.
11	Exhibit A, Page 11 of 11, Subject: Signature of Authorized Representative Question: Is an electronic signature acceptable?	Yes, provided there is a signature on the Exhibit A. Digital timestamp signatures such as an email time stamp are not acceptable.
12	Page 167 of 23, Article V. Statement of Qualifications Item: 5.1. Narrative and Company Information, Section 5.1.2. Company Profile, Topic: last paragraph QUESTION: Since the HHSC is contracting with multiple disciplines, should the prime submit a Statement of Qualifications as a single firm submitting only our firm resumes, projects and number of professional services and support staff at each office or should we include team members of sub-consultants with disciplines the prime does not have as a single disciplined firm?	You may include credentials for team members of subcontractors that your firm intends to utilize.
13	I believe the Exhibit states the goal is 23.7%; Is it 21.1%? thanks	The HUB utilization goal for Professional Services and this RFQ is 23.7%.
14	Are you looking for firms for Technology, Audio Visual, Security design?	No; HHSC is only seeking firms to provide the disciplines defined in **Exhibit E – Professional Design Services Discipline and Region Designation**.

#	QUESTION	ANSWER
15	Can a map of the M&C complex be supplied as part of the Q&A responses?	See Addendum item #5 below. The building identified in the RFQ for the delivery of proposals is indicated as "Procurement and Contracting Services Building" on the attached map. For hand delivery, utilize Parking Lot 8.
16	Since the awarded projects are unknown, is it allowed to put "TBD" in the "Approximate Dollar Amount" section?	As work has not been defined yet, Respondents are encouraged to submit an HSP as self-performing. Once an Activation is issued against an awarded Contract, and work is defined, the Contractor shall update their HSP with the appropriate Good Faith Effort Methodology (methods 1-5). See answer to Question #2 above.
17	will this recording be posted to the ESBD?	No.
18	Does our response have to be tabbed with the checklist sections provided on page 22 under Article VII Submission Checklist or may we use the sections Narrative & Company Company Profile Discipline, Relevant Qualifications and Experience And include the requested documents within as requested in order?	Per **Article VII. Submission Checklist**, the sections indicated on page 22 of the RFQ are preferred.
19	In the RFQ which you reviewed on the webinar, 5.1.1 states insofar as responding for services in multiple disciplines (2max), is a complete separate Original and Copy of a Proposal required, or only a separate Exhibit E?	A complete separate Original Solicitation Response and Public Information Act Copy (if applicable) are required for each discipline selected in **Exhibit E - Professional Design Services Discipline and Region Designation.**
20	If one does not have information which one wants to be withheld in a PIA copy, only the Original and Copy flash drives are required, correct?	If a Respondent does not intend to assert exemption from disclosure under the Public Information Act (PIA), a separate PIA copy of the Respondent's proposal is not necessary.

#	QUESTION	ANSWER
21	*Page 16 of 23 - Section 5.1.3 – Discipline, Relevant Qualification and Experience* *2nd Paragraph: For each discipline selected on the Exhibit E……Respondent shall demonstrate relevant qualifications and experience, including resumes of key individuals……* 1. How many number of Project Examples are required (5 or 10)? 2. For Project Examples within what time frame completed is required (i.e. last 10 years)?	3-5 projects are sufficient for the stated requirement. 5 years is a suitable maximum time limit for relevant projects. See question #9.
22	Are Certificates of Insurance required for this SOQ, and if so who should be named as the holder?	No. A certificate of insurance will be required from awarded Contractors. It is not necessary to submit a certificate of insurance with your proposal.

Addendum Item #3: to **PROVIDE Project Manager Presentation Notes.** The **Project Manager Presentation Notes** are attached below.

Addendum Item #4: to **PROVIDE** an example of **Discipline and Regional Designation** included in **Exhibit E – Professional Design Services Discipline and Region Designation**, per **question #2** above. The stated example is provided below.

Addendum Item #5: to **PROVIDE** a map of the HHSC complex. See question #15.

All other aspects of the **RFQ #HHS000010333** remain as is.

Colin Gresham, CTCM, CTCD
HHSC PCS Complex Construction Services Purchaser
Email: colin.gresham@hhs.texas.gov

Addendum item #1

Pre-Submittal Webinar Attendance Rosters

Pre-Proposal Webinar #1 Attendees - Friday, May 28,2021 @ 9:00 AM									
Last Name	**First Name**	**Email Address**	**Address**	**City**	**State/Province**	**Phone**	**Organization**	**Job Title**	**Prime/Subcontractor/ Other**
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Pre-Proposal Webinar #2 Attendees - Friday, June 1, 2021 @ 9:00 AM

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Addendum item #3

Project Manager Presentation Notes

The HHSC/Facility Support Services Maintenance and Construction Department (M&C) is the department that oversees the development, procurement and management of deferred maintenance projects on the 24 State Hospitals and State Supported Living Centers across Texas. These facilities represent approximately 9.5 Million square feet of buildings that are in a continual need for building system, equipment and environmental upgrades. This is funded through appropriations by the Texas Legislature on a bi-annual basis.

A. M&C oversees the capital projects on a cradle-to-grave process from gathering deficiency reports from individual facilities to funding request for Agency to Legislature, to hiring of consultants to develop the projects and finally overseeing the contract for construction.

B. The recent focus on mental health has allowed us the largest funding the department has ever seen in excess of $200M the last biennium, excluding funds for the replacement Hospitals which is a separate effort and department within M&C.

C. The RFQ process that places emphasis on firms with experience in renovation of existing healthcare buildings. The projects are assigned to match scope and experience, as well as ability to service the contract for construction. We are looking for consultants that know their way around a renovation project with an emphasis on problem solving capabilities.

D. The contract is a 2 year contract with a potential for a 2 yr extension. Capital Improvement Projects are assigned at the beginning of the biennium, with more projects added during the tenure. The added projects are typically smaller in scope and tend to be emergency projects to complete a specific problem.

E. RFQ responses have been limited to two (2) disciplines. Past RFQ's did not have this limitation.

F. Fixed Fee proposals (Activations) as a result of selection.

G. COVID has impacted our process for project development and construction. On-site review of the buildings and systems in the projects, initially virtual, is now moving to a case by case review for on-site attendance. Initially, construction has seen schedule impacts due to outbreaks, but with vaccination increases and protocols in place we can better manage the project development schedule.

H. Questions – not answered in this format. Submitted questions will be answered and posted for review by all.

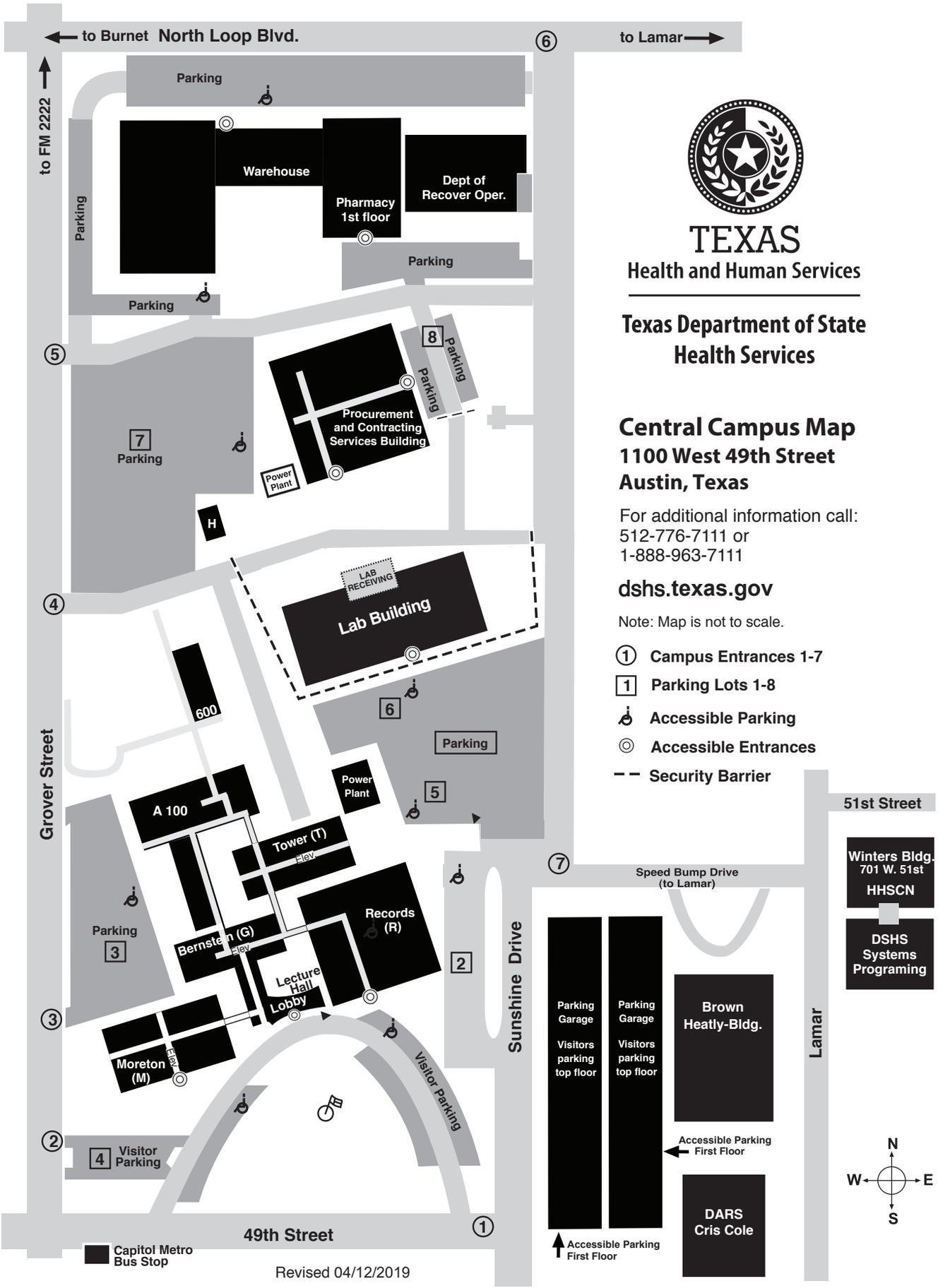
Addendum item #4

Discipline and Regional Designation Example

DISCIPLINE	SELECTION	REGION(S)
ARCHITECTURAL		
ENVIRONMENTAL ENGINEERING		
CIVIL ENGINEERING		
MECHANICAL, ELECTRICAL AND PLUMBING ENGINNERING	x	3, 4
FIRE PROTECTION ENGINEERING		
ROOFING CONSULTING	x	3, 4
BUILDING ENVELOPE ANALYSIS		
HVAC TESTING AND BALANCING		
GEOTECHNICAL AND MATERIALS TESTING		

Addendum item #5

Map of HHSC Complex



TEXAS
Health and Human Services

Texas Department of State Health Services

Central Campus Map

1100 West 49th Street
Austin, Texas

For additional information call:
512-776-7111 or
1-888-963-7111

dshs.texas.gov

Note: Map is not to scale.

- ① Campus Entrances 1-7
- 1 Parking Lots 1-8
- Accessible Parking
- Accessible Entrances
- Security Barrier

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