Health & Human Services Commission
Executive Commissioner
Cecile E. Young

Procurement & Contracting Services
Construction Procurement Director
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ADDENDUM #02 DOCUMENT

DATE: 06/03/2021
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 **RESPOND** to questions submitted:

#	QUESTION	ANSWER
1	Reference : Exhibit D : Respondent's Information, Disclosures, and Financial Form – Part 6: Financial Stability & Risk – Item 7. What is your firm's maximum bonding capacity? Question: Is bonding required for the Texas Health and Human Services projects? Should we be awarded an opportunity, as the A/E we would hold the construction subcontract, however, we would not be doing any actual construction work. Do we need to provide bonding capacity, or just state that we'd require bonding capacity from our subcontractors?	No, payment and performance bonds will not be required of the awarded Professional Services Contractors, and there is no anticipated need for awarded Professional Services Contractors to subcontract construction firms. See answer to Question #4.
2	Will a recording of one of the presubmittal meetings be posted to the ESBD?	No.
3	The order/specification of requested tabs in Section 5 [Article V. Statement of Qualifications] (pg15) is different than in Section VII [Article VII. Submission Checklist] (pg22). Two items are in different order and Item 5.1.3 on page 16 is separated into two sections on page 22. Should respondents prepare their submittal in the sequence beginning on page 15 or per the checklist on page 22?	The preferred structure for submitted proposals is to follow the Solicitation response checklist on page 22 of the RFQ. The categories specified in Article V are also subordinate to the checklist items in Article VII.

#	QUESTION	ANSWER
4	With regards to Exhibit D, Part 6, Financial Stability & Risk for the response to RFQ HHS0010333: As a professional services firm, we don't utilize bonding companies. Instead, we have liability coverage for errors and omissions. Should then our response(s) to Part 6, questions 4-7 be "N/A?"	That is an acceptable designation.
5	Can you define the Environmental Engineering services H&HS anticipates will be needed under this contract?	Per **Exhibit E – Professional Design Services Discipline and Region Designation,** Environmental Engineering services under this contract will include research of conditions, development of abatement drawings and specifications, and monitoring of abatement and removal activities.
6	Page 15, Section 5.1.1 states, "If a respondent submits Solicitation Responses for services in multiple disciplines, then each Response must be a separate submittal responding the requirements listed." This language is also mirrored in Exhibit E, Page 4, Section III where it states, "Fore each discipline selected, respondent shall demonstrate relevant qualifications and experience, including resumes of Key individuals, relevant projects completed and the number of professional services and support staff at each office." Does HHS want us to submit two separate PDF proposals, one for each discipline, containing all of the required information, including the Table of Contents, Letter of Interest/Company Overview, Exhibit E, Company Profile, Relevant Qualifications, Insurance, Information and Disclosure, Exhibit G, Litigation History, Affirmations, and HSP? Or should we just include one PDF, that contains the items listed above, but that shows relevant qualifications for each discipline?	Separate .pdf's are preferred.
7	Page 10, Section 3.7.1, it notes that we must submit an original solicitation, do we need to submit original signatures that have been scanned, or are electronic signatures ok?	Yes, provided there is a signature on all applicable exhibits. Digital timestamp signatures such as an email time stamp are not acceptable.

#	QUESTION	ANSWER
8	What are the projects and budgets for each project that HHS intends to award under this contract?	No projects have been identified yet for the Contracts that will be awarded under this Solicitation.
9	How many awards per discipline does HHS intend to award?	The number of awards intended by HHSC has not been determined.
10	On page 10, Section 3.7.1, it notes, "on a USB flash drive labeled Original Copy." Does the USB need to have a label on the physical flash drive or, if we are only submitting one copy, will just labelling the cover of the pdf suffice?	Either will suffice.

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

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