

**DALLAS/FORT WORTH INTERNATIONAL AIRPORT
DESIGN, CODE AND CONSTRUCTION DEPARTMENT**

**ADDENDUM NO. 01
FOR**

**STORMWATER DRAINAGE MASTERPLAN PROFESSIONAL SERVICES
CONTRACT NO. 8500349**

August 4, 2017

The Request for Qualification Statements for the above is hereby revised as follows:

RFQ Revisions

1. Advertisement, page 2 of 29, has been revised and replaced with the attached.
2. Part 1 – Information and Instruction to Respondents has been revised as follows:
 - a. Paragraph 1.b.ii has been deleted. Page 3 of 29 has been replaced with the attached.
 - b. Paragraph 6 has been revised to add “large municipalities or multistate type facilities”. Page 4 of 29 has been replaced with the attached.
3. Appendix 4 – The Agreement, Exhibit 3 – Compensation, Invoices, Consultant Key Personnel rates have been revised as follows:
 - a. Senior Architect/Senior Engineer has been replaced with Senior Engineer
 - b. Architect/Engineer has been replaced with Engineer
 - c. Intern Architect/Engineer in Training has been replaced with Engineer in Training
 - d. Pages 4, 5 & 6 of 14 have been replaced with the attached

Schedule Revisions

1. N/A

Solicitation Questions (Q) and Answers (A)

1. (Clarification) – During the Pre-Qualifications Conference held on July 11, 2017 two specific individuals were mentioned for teaming and partnering. The team makeup is solely a decision to be made by the Prime consultant firm and the only criteria being scored against are those detailed in the RFQS. The Board and DCC has no requirement for either individual to be included as team members.
2. (Q) – Regarding the scoring of W/MBE participation points (20% of total), will more points be awarded if participation greater than the 15% goal is proposed? If so, what is the formula used to calculate W/MBE participation points above the 15% goal.

(A) – The scoring will be solely based on the information provided in your Qualification Statement. Specifically, the 20% Affirmative Action and M/WBE Participation will be scored based on the narratives required as detailed in the RFQS Part 2, paragraph 3.h) Affirmative Action and M/WBE Participation.

3. (Q) – Architectural services are listed as being required in the RFQS, and architect categories appear in the labor rate tables. What is the nature of architectural services anticipated as being needed under this contract?

(A) – Architectural services are not included in this RFQS. See RFQ revisions above.

4. (Q) – Is the "2010 DFW Hydrology Inventory & Gap Analysis Study Report" available for review? Where can we download it?

(A) – Yes, we have posted to our website www.dfwairport.com/business/solicitations .

5. (Q) – Is drainage master plan development the only type of experience that will satisfy the required 5 years of experience at a large hub airport or military base?

(A) – Each respondent should have a minimum 5 years' experience in providing the Services, as defined in Appendix 4 – The Agreement, Exhibit 1 – Scope of Services. See RFQ revisions above.

6. (Q) – Can you help provide clarification if the following Appendix 3 Forms are required to be completed by all (Prime and Subs)?

- a. Form 1 - Business Disclosure Form
- b. Form 3 – Questionnaire
- c. Form 6 - Disclosure Form to Report Lobbying

(A) – Below details which firms within each team are required submit the required forms in this RFQS. The below represents forms and or information required in addition to anything the Prime Consultant/Contractor includes within their Qualifications Statement.

Item #	Required Qualifications Statement Submittal - Check Sheet	To be submitted by:
1.	Appendix 2 – M/WBE Certificates	Certifications required from all M/WBE certified firms (Subcontractors and the Prime Consultant/Contractor).
2.	Form 1 – Business Disclosure Form	To be completed by the Prime Consultant/Contractor. No separate submittal from Subcontractors are required.
3.	Form 2 – Work Force Composition	To be completed by the Prime Consultant/Contractor. No separate submittal from Subcontractors are required.
4.	Form 3 – Questionnaire	Required by all firms, Subcontractors and the Prime Consultant/Contractor.
5.	Form 4 – Commitment to Small Business Enterprise Participation Form	To be completed by the Prime Consultant/Contractor. No separate submittal from Subcontractors are required.
6.	Form 5 – Schedule of Subcontractors (Preliminary)	To be completed by the Prime Consultant/Contractor. No separate submittal from Subcontractors are required.
7.	Form 6 – Disclosure of Lobbying Activities	Required by all firms, Subcontractors and the Prime Consultant/Contractor.
8.	Form 7 – Intent to Perform Contract as a M/WBE Subcontractor	Required by to be filled out by the Prime Consultant/Contractor AND any M/WBE certified subcontractor.

7. (Q) – Regrading Agreement No. 8500349 Stormwater Drainage Masterplan Professional Services, does the cover letter and tabs (should we choose to use tabs) be counted toward the page limit?
- (A) – Neither count towards the page limit.
8. (Q) – What is the minimum percentage (%) of work that the Prime need to self-perform?
- (A) – No minimum is required of the Prime.
9. (Q) – Can you please provide raw or fillable versions of the business forms required?
- (A) – No.
10. (Q) – The Exhibit 1 Scope of Services (Scope), indicates the potential to "negotiate aerial topography as needed" (2.b.1.f). Will the consultant provide aerial services, or assist the airport in acquiring necessary aerial topography?
- (A) – If additional aerial topography is determined necessary in order to adequately survey existing features, such aerial topography will be negotiated and provided as additional services under the Agreement.
11. (Q) – The Scope section 2.b.2 discusses the desired linkage between Civil3D and INFOR EAM. Can you please provide additional description of how you intend this link to function?
- (A) – Integration to Infor EAM, DFWs computerized maintenance management system (CMMS), will be through the application's Web Services. At minimum, asset records, which will be defined in the SDMP, will be uploaded into Infor EAM from AutoDesk/Civil 3D/BIM once aspects and assets (point and linear) of the airport's Stormwater System are configured and modeled in Civil 3D/BIM.
12. (Q) – The Part 2 Formatting of Qualifications Statements section 1.b – Original Signature(s) (page 7 of 29) indicates all documents within a Qualifications Statement requiring a signature must bear the original signature of an authorized signatory. May we assume that this only applies to the one "Original" Qualifications Statement and not the six hard copies?
- (A) – Correct.
13. (Q) – RFQS page 2 says the Qualifications are due on August 14, 2017, 11:00 am (Central Standard Time). Do you mean Central Daylight Time?
- (A) – Yes. See RFQ revisions above.

Advertisement

The Dallas/Fort Worth International Airport Board will receive Statement of Qualifications for the following items at the location stated below until the due date and time stated:

SOLICITATION: 8500349 Stormwater Drainage Masterplan Professional Services

PRE-QUALIFICATIONS CONFERENCE: July 11, 2017 1:00pm (Central ~~Standard~~ Time)

QUALIFICATIONS DUE DATE AND TIME: August 14, 2017 11:00am (Central ~~Standard~~ Time)

MINORITY/WOMEN BUSINESS ENTERPRISE (M/WBE) GOAL: 15%

CONTACT: Program Solicitation Manager Travis Sanderfer (972) 973-1716

LOCATION: DFW International Airport Board, Design, Code and Construction Offices, 3003 South Service Road, DFW Airport, TX 75261.

Additional information is available on the Dallas Fort Worth International Airport website at www.dfwairport.com/business/solicitations

The DFW Airport, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Part 1 Information and Instructions to Respondents

1) Services Being Procured

- a) **General** – This Request for Qualifications Statements (“RFQS”) from qualified Respondents (“Respondent[s]”¹) by the Dallas/Fort Worth International Airport Board (“Board”) seeks to procure generally the following services (“Services”): Stormwater Drainage Masterplan Professional Services at the Dallas/Fort Worth International Airport (“Airport”) and as detailed in Appendix 4 – The Agreement (Scope of Services).
- b) **2254 Services** – The 2254 Services that Board seeks to procure under this solicitation are:
 - i) Professional Services that involve the practice of engineering, as that term is defined in Chapter 2254; Subchapter A; of the Texas Government Code, including Section 2254.002 of that Subchapter, and the Texas Occupations Code; Title 6; Subtitle A; Regulation of Engineering and Related Practices; and
 - ~~ii) Professional Services that involve the practice of architecture, as that term is defined in Chapter 2254; Subchapter A; of the Texas Government Code, including Section 2254.002 of that Subchapter, and the Texas Occupations Code; Title 6; Subtitle B; Regulation of Architecture and Related Practices; and~~
 - iii) Professional Services that involve the practice of land surveying, as that term is defined in Chapter 2254; Subchapter A; of the Texas Government Code, including Section 2254.002 of that Subchapter, and the Texas Occupations Code; Title 6; Subtitle C; Regulation of Land Surveying and Related Practices; and
- c) **Exempt Services** – The Board also seeks to procure certain ancillary and related personal, professional and planning services that are related to the 2254 Services and that are exempt from formal, competitive procurement requirements pursuant to Chapter 252 of the Texas Local Government Code; Section 252.022(a)(4) at the Dallas/Fort Worth International Airport (“Airport”). The 2254 Services and Exempt Services are collectively referred to as the “Services”.
- d) **Specific** – A more detailed Scope of Services sought in this solicitation is set forth in Appendix 4 – The Agreement.

2) Federal Funding, Instructions, and Federally Mandated Agreement Provisions

- a) As detailed in Appendix 4 – The Agreement.

3) Method of Source Selection

The 2254 Services being procured under this solicitation are governed by the competitive procurement requirements set forth in Chapter 2254; Subchapter A; of the Texas Government Code; the focus of this solicitation is on meeting those competitive procurement requirements. If one or more Agreements are awarded pursuant to this solicitation, Delivery Orders, however, may subsequently be issued involving Exempt Services that are exempt from any competitive procurement requirements under Chapter 252 of the Texas Local Government Code; Section 252.022(a)(4). Any Respondent submitting a Qualifications Statement pursuant to this solicitation and forming teams to provide Services should familiarize itself with the Exempt Services that may be the subject of future Delivery Orders. However, the primary purpose of this solicitation is a qualifications based procurement based upon a Respondent’s particular qualifications to perform the 2254 Services.

Depth of Qualifications Analysis to be Performed by Board: Section 2254.004; Texas Government Code: Section 2254.004 of the Texas Government Code provides:

“(a) In procuring architectural, engineering, or land surveying services, a governmental entity shall:

(1) first select the most highly qualified provider of those services on the basis of demonstrated competence and qualifications; and

(2) then attempt to negotiate with that provider a contract at a fair and reasonable price.”

Board’s Position on Respondent Qualifications; Role of Subconsultants/Subcontractors: Accordingly, Board’s qualifications based evaluation in this solicitation will focus on the specific qualifications attributable to each Respondent itself, as it is the top ranked Respondent with which successful negotiations occur that will be in privity of contract with Board, if it chooses to award an Agreement pursuant to this solicitation. Although the

¹The Board may use the term “Consultant” in this RFQS to describe a Respondent that has been determined to qualify as an awardee of an Agreement.

qualifications of a Respondent's Subconsultants/Subcontractors may factor into Board's evaluation of a Respondent's qualifications because it reflects on a Respondent's ability to bring qualified Subconsultants/Subcontractors to this transaction, a Respondent that may be awarded an Agreement pursuant to this solicitation is ultimately responsible for the qualifications of Subconsultants/Subcontractors it chooses to utilize to provide Services.

Procurement Phases: This procurement will be conducted in 3 phases as follows:

- a) **Responsibility/Responsiveness Phase** – Each Respondent's Qualifications Statement will be evaluated to determine whether it is responsive and each Respondent will be evaluated to determine whether it is responsible;
- b) **Qualifications Evaluation Phase** – Each Respondent that is determined to be responsible and also whose Qualifications Statement is determined to be responsive will then be evaluated based upon qualifications. The Respondents will be ranked according to such evaluations from the most highly qualified provider of Services on the basis of demonstrated competence and qualifications to the least highly qualified; and
- c) **Negotiations Phase** – Board will enter into negotiations with the highest ranked Respondent in an attempt to negotiate an Agreement at a fair and reasonable price. If negotiations are unsuccessful with the highest ranking Respondent, Board will formally end such negotiations and enter into negotiations with the next ranked Respondent. This process will be followed until Board is able to successfully negotiate an Agreement or determines to cancel this solicitation.

4) Nature of Agreement(s) Anticipated for Award

- a) **Master Agreement/Delivery Orders** – The type of Agreement that is anticipated to be awarded pursuant to this solicitation is a general services agreement for basic Services, as set forth in Appendix 4 – The Agreement, attached to this RFQS. The Agreement will serve as a “master agreement” for future Services, which will be provided through separately issued Delivery Orders. No Services will be provided independently under the Agreement, absent a Delivery Order for Services. The Agreement will set forth general contractual provisions applicable to any Delivery Order issued under it and will also establish basic negotiated terms concerning compensation.
- b) **Delivery Order Scopes** – Each Delivery Order will include, among other things, a more detailed Scope of Services for the specific project and will include a project schedule and/or additional compensation terms based on those originally set forth in the Agreement.
- c) **No Obligation to Issue Delivery Order** – Even if an award or multiple awards of an Agreement result during this solicitation, Board will be under no obligation to issue any Delivery Order to any successful awardee, once an Agreement with it is executed.

5) Board Selection Committee – Board intends to appoint a Selection Committee to evaluate Qualifications Statements received for this solicitation in accordance with Part 3 of this RFQS.

6) Minimum Qualifications – Each Respondent should have a minimum of 5 years' experience in providing the Services at a large hub international airport, [large municipalities or multistate type facilities](#) or military base. In addition, this project shall be managed and performed by a Professional Engineer licensed in the State of Texas with engineering and program management experience supported by an engineering staff of a qualified and extensively experienced in the water resources industry consisting of stormwater, environmental, civil and hydrology and hydraulic engineering. This minimum qualifications requirement does not apply to Subconsultants/Subcontractors.

7) Insurance Requirements – The insurance requirements applicable to any Agreement that may be executed pursuant to this solicitation are set forth on Appendix 4 – The Agreement to this RFQS.

8) Proposed Form of Agreement – A proposed form of Agreement that Board anticipates executing with a successful awardee is attached to this RFQS as Appendix 4 – The Agreement. The Agreement included in this RFQS is a Board form that it expects a successful awardee to execute. The Agreement does contain certain provisions that are drafted in blank that will be completed by Board if a successful awardee is identified (e.g. identification of Consultant Key Personnel or Subconsultants/Subcontractors, terms concerning compensation, etc.). However, the stated terms and provisions contained within the Agreement (requiring no modification as a result of the contents of an accepted Qualifications Statement) are not negotiable and any Qualifications Statement submitted that takes exceptions to the Agreement, proposes modifications to its language or otherwise attempts to change its content may be deemed non-responsive.

Exhibit 3 – Compensation, Invoices, Consultant Key Personnel

Schedule A

Board-Approved Fully Burdened Rates

When Applicable, the following Fully Burdened Labor Rates will apply to compensation under this Agreement:

Labor Category PRIME	Fully Burdened Labor Rates (Field Office)	Fully Burdened Labor Rates (Home Office)
Principal		
Senior Architect /Senior Engineer		
Architect /Engineer		
Intern Architect /Engineer in Training		
Project Manager		
Planner		
Designer		
Estimator		
Scheduler		
Technical/Specification Writer		
Contract Administrator		
QA/QC Inspector		
CADD Technician		
Administrative Support Staff		
GIS Analyst		
Surveyor (RPLS)		
Surveyor in Training		
Survey Field Party Chief		
Survey Party Instrumentman		
Survey Field Party Rodman		

Labor Category SUB 1	Fully Burdened Labor Rates (Field Office)	Fully Burdened Labor Rates (Home Office)
Principal		
Senior Architect /Senior Engineer		
Architect /Engineer		
Intern Architect /Engineer in Training		
Project Manager		
Planner		
Designer		
Estimator		
Scheduler		
Technical/Specification Writer		
Contract Administrator		
QA/QC Inspector		
CADD Technician		
Administrative Support Staff		
GIS Analyst		
Surveyor (RPLS)		
Surveyor in Training		
Survey Field Party Chief		
Survey Party Instrumentman		
Survey Field Party Rodman		

At Board's sole discretion, it may approve a Fully Burdened Labor Rate in excess of those contained in this table for specific Consultant Personnel as may be specifically requested in a Delivery Order.

Exhibit 3 – Compensation, Invoices, Consultant Key Personnel

Labor Category SUB 2	Fully Burdened Labor Rates (Field Office)	Fully Burdened Labor Rates (Home Office)
Principal		
Senior Architect /Senior Engineer		
Architect /Engineer		
Intern Architect /Engineer in Training		
Project Manager		
Planner		
Designer		
Estimator		
Scheduler		
Technical/Specification Writer		
Contract Administrator		
QA/QC Inspector		
CADD Technician		
Administrative Support Staff		
GIS Analyst		
Surveyor (RPLS)		
Surveyor in Training		
Survey Field Party Chief		
Survey Party Instrumentman		
Survey Field Party Rodman		

At Board's sole discretion, it may approve a Fully Burdened Labor Rate in excess of those contained in this table for specific Consultant Personnel as may be specifically requested in a Delivery Order.

Exhibit 3 – Compensation, Invoices, Consultant Key Personnel

Schedule B

Board-Approved Maximum Labor Cost Rates (All Firms)

When Applicable, the following Maximum Labor Rates will apply to compensation under this Agreement:

Category	Maximum Hourly Rate
Principal	
Senior Architect /Senior Engineer	
Architect /Engineer	
Intern Architect /Engineer in Training	
Project Manager	
Planner	
Designer	
Estimator	
Scheduler	
Technical/Specification Writer	
Contract Administrator	
QA/QC Inspector	
CADD Technician	
Administrative Support Staff	
GIS Analyst	
Surveyor (RPLS)	
Surveyor in Training	
Survey Field Party Chief	
Survey Party Instrumentman	
Survey Field Party Rodman	

At Board's sole discretion, it may approve a Maximum Labor Cost Rate in excess of those contained in this table for specific Consultant Personnel as may be specifically requested in a Delivery Order.