

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

**ADDENDUM NO. 02
FOR**

**COMMERCIAL DEVELOPMENT PROFESSIONAL SERVICES
CONTRACT NO. 8500361**

April 5, 2018

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

RFQ Revisions

1. Part 2, Paragraph 1) is revised and replaced with the attached to correct page limit typo.

Schedule Revisions

1. N/A

Solicitation Questions (Q) and Answers (A)

1. (Q) Could you please confirm that if a prime contract holder that is conflicted is not allowed to participate in the procurement as a second tier sub? I.E. Could we be on someone's team even though we are a conflicted prime.

(A) Primes listed in Addendum No.1 are known conflicts of being the Prime and or Subconsultant to this contract.

2. (Q) It was not clear to us after the presentation and slides, whether the potential winning/selected firm would be conflicted out of future construction projects.

(Q) If awarded this contract, would selected firms be precluded from performing any type of development work within DFWIA property?

(A) The Prime Firm selected for this contract will become a known conflict to being a Prime Consultant or Contractor on the construction or commercial development only to the specific projects that will be managed under this contract. No other conflicts are known at this time.

3. (Q) Could you clarify what is the repercussion if a proposed staff member is no longer with the firm at the time of the task assignment? The highlighted statement, section 3.g.i.1.2.d, is on page 8 of the RFQ.

- g) Consultant Key Personnel/Resumes for
 - i) Project/Construction Management Services
 - (1) Identify and provide resumes for the individuals that the Respondent will use to provide the Services as defined in the Scope of Services paragraph 2.d). By submitting Resumes for individuals to provide Services, Respondent is certifying that such individuals will be available to provide Services during the term of the Agreement.
 - (2) Resumes should be organized as follows:
 - (a) Name and Title
 - (b) Professional Background
 - (c) Current and Past Relevant Employment
 - (d) Education
 - (e) Certifications
 - (f) Licenses
 - (g) Relevant knowledge
 - (h) List of 5 relevant projects within the past 5 years (3 must be over \$10 Million in construction cost), including:
 - (i) Client Name

(A) Please refer to Appendix 4 – The Agreement, Paragraph 2)a.

4. (Q) Given that this is an IDIQ contract, how should we populate percentages and dollar amounts for our subconsultant participation on the Schedule of Subcontractors (Preliminary) and Intent to Perform Contract as an MWBE Subcontractor Forms?

(A) List the % Schedule of Subcontractors (Preliminary)

5. (Q) In the Scope of Services, page 20, item 2.a.iii. states “Site Investigation services including but not limited to: Traffic Studies, Storm pre-existing conditions vs proposed designs, geotechnical investigations, and utilities capacity analysis.” Is it DFW’s intent that the consultant perform these services or oversee these services?

(A) Consultant team will perform these services through in house representatives or Subconsultants.

6. (Q) Will the Cover and Table of Contents be included in the 30 page limit?

(A) Yes.

7. (Q) If a MWBE firm serves as a prime; would this be counted in the requirement for the MBE Participation?

(A) MBE prime Contractors can count their self-performance toward meeting the Contract Specific Goal, but only for the scope of work and at the percentage level they will self- perform

Part 2

Contents of Qualifications Statements/Required Submittals

1) Formatting of Qualifications Statements

- a) **Page Limit and Format** – Qualifications Statements are limited to a maximum of ~~twenty~~ thirty (30) 8 ½" x 11" pages as detailed below. Each page should be numbered sequentially. Qualifications Statements may be submitted single or double sided, each printed side of any page will count as a numbered page. 11"x17" paper may be used for large exhibits; each printed side of an 11" x 17" page will count as 2 numbered pages unless otherwise directed below. Resumes and forms (including attachments to such forms prepared by Respondent) do not count toward applicable page limits.
- b) **Original Signature(s)** – All documents within a Qualifications Statement requiring a signature must bear the original signature of an authorized signatory.
- c) **General Contents of Qualifications Statements** – A Respondent must submit a complete Qualifications Statement in response to this RFQS in the format specified in this RFQS; no other format will be considered.

2) Summary of Information Required to Be Included in Qualifications Statement

- a) **Information Drafted And Provided By A Respondent** – Each Respondent must provide the following information in its Qualifications Statement:
 - i) Cover Letter
 - ii) Executive Summary
 - iii) Organizational Structure/Staffing Plan
 - iv) Capacity to Provide Services According to Applicable Schedules and Budgets
 - v) Quality Control and Quality Assurance
 - vi) Specialized Experience and Technical Competence in the Type of Services Being Procured
 - vii) Consultant Key Personnel Resumes
 - viii) Overall Experience, Qualifications and Performance on Previous Similar Projects
 - ix) Affirmative Action and M/WBE Participation
- b) **Certificates and Information Provided by a Respondent on Forms Provided by Board**
 - i) Appendix 2 – M/WBE Certificates
 - ii) Form 1 – Business Disclosure Form
 - iii) Form 2 – Work Force Composition
 - iv) Form 3 – Questionnaire
 - v) Form 4 – Commitment To Minority/Women Business Enterprise Participation Form
 - vi) Form 5 – Schedule of Subcontractors (Preliminary)
 - vii) Form 6 – Disclosure of Lobbying Activities
 - viii) Form 7 – Intent to Perform Contract as a M/WBE Subcontractor

3) Detailed Information Requirements

- a) **Cover Letter** – The cover letter must accompany the executive summary and include:
 - i) Respondent's name, address, telephone number and fax number, signed by a person authorized to act on behalf of Respondent
 - ii) The name, title, address, e-mail address, telephone number and fax number of the person signing the letter and to whom all future correspondence and/or communications may be directed by Board concerning this solicitation
 - iii) The type of business entity that proposes to enter into an Agreement with Board and the identity of any other business entities that will comprise Respondent
- b) **Executive Summary** – The purpose of the Executive Summary is to provide an overview of Respondent's qualifications to perform the Services outlined in this RFQS. At a minimum, the Executive Summary must contain the following information:
 - i) Complete legal name of Respondent and the name of the legal entities that comprise Respondent. Respondent must provide the domicile where each entity comprising it is organized, including entity name, brief history of the entity (including services provided), contact name, address, phone number, and facsimile number, as well as the legal structure of the entity and a listing of major satellite offices;
 - ii) The general and specific capabilities and experience of Respondent's Team, including Subconsultants/Subcontractors and individuals working for Respondent or its