

October 9, 2020

CLARIFICATIONS No. 2

Re: Solicitation No. 8005375 – Bond Counsel and Disclosure Counsel Services

Please be advised of the following clarifications to the above referenced Solicitation.

Q1. We will gladly provide hard copies of our Response as requested in the RFQ. My question below is to ask if we may use electronic signatures for our forms and transmittal letter. The RFQ instructions asks for “original signatures” so I am hopeful you will accept electronic signatures (coordinating signatures with two firms these days is a challenge).

A2. In these days of Covid-19, many firms are encouraging lawyers to work from home and to avoid sharing hard copies of documents. Would you accept electronically signed documents in lieu of original signatures for the RFQ packets?

Q2. Concerning the 20-page maximum page limit, it will be very difficult to provide the credentials of two firms, resumes for 8 or more lawyers and our firms’ over 1,000 transactions (both resumes and a five-year list of transactions are required per the RFQ) in the 20-page limit. Also, per Clarification No. 1, the required M/WBE Commitment Form, M/WBE Certificate, Workforce Composition Form and Business Disclosure Form (which is a total of four pages) must be included in the 20-page limit. Do you have any suggestions to help us accomplish this? May we provide a small sampling of our transactions instead of all for the past five years?

A2. They can provide a small sampling instead of all for the past five years.

Q3. Should both the Prime and the M/WBE complete the Business Disclosure Form?

A3. Yes, the Prime and M/WBE partner should each complete a Business Disclosure Form.

Q4. Please confirm these are the only forms to be provided by the Prime: M/WBE Commitment Form, Workforce Composition Form and Business Disclosure Form.

A4. Diversity and Inclusion Initiatives - required documentation:

M/WBE Commitment Form for proposing Team
Certification Certificate(s) for M/WBE Partner(s)
Workforce Composition Form for each Prime and M/WBE Partner(s)
Business Disclosure Form for each Prime and M/WBE Partner(s), in addition
Respond to Evaluation Criteria, 5. Diversity and Inclusion Initiatives (15 points)

Q5. Please confirm these are the only forms to be provided by the M/WBE: M/WBE Commitment Form and M/WBE Certificate.

A5. See A4

Q6. Regarding your requirement for \$10 million professional liability insurance, will the Board consider and accept \$5 million coverage, or in the case of a joint proposal with an MWBE, will the Board accept an aggregate professional liability insurance coverage (combined coverage of both firms) of \$10 million?

A6. We will accept a joint proposal with an MWBE, with a combined coverage of both firms to equal of \$10 million.

Q7. Also, I participated in the Pre-Proposal meeting on October 6, 2020 and would like receive a copy of the presentation. Can I get a copy of the presentation.

A7. See the PowerPoint posting on our website.

NOTE: A copy of this questions and clarifications shall be acknowledged by appropriate signature and attached to the submitted proposal.

Company Name

Signed _____ Date _____

If you have any questions regarding this matter, contact during normal working hours (8:00 AM to 4:30 PM, Monday through Friday) at the email address of sbkillyon@dfwairport.com.

Sincerely,

Sonji Brown-Killyon, CPPB
Procurement and Materials Management Department