

# Questions and Answers

## City of Bastrop

### RFQ for Professional Architectural, Engineering, Planning, and Surveying Services

#### Submittals Due February 1, 2018

- 1. The RFQ requests synopses of key personnel and project managers. Do you also want full resumes, or will synopses fulfill the requirement?**
  - a. Please include the information you deem necessary to describe the experience and abilities of your team. This may include resumes and/or synopses as appropriate.
  
- 2. Form 1295 instructions require submittal "at the time the business entity submits the signed contract to the governmental entity." Please clarify if you want this form submitted with the SOQ, or if this is required only when a firm is selected and signs a contract.**
  - a. Form 1295 will be required when a project-specific contract is executed.
  
- 3. Is there a page limit for the qualifications response, either per section or total?**
  - a. While there is not a specific maximum page limit, your ability to clearly and succinctly describe the experience and abilities of your team will be considered during the evaluation period. A maximum length of 30 pages is preferred.
  
- 4. We are assuming that this is a selection for individual firms and not a project team. Can you please verify that this is only a prime consultant solicitation and we should not include subconsultants to address any category we wished to be considered for?**
  - a. Consultants will be selected to serve as prime consultant for each individual project. The City will encourage, but not require, the prime consultant to select subconsultants from the list of firms approved through this process by the City Council.
  
- 5. Will the final list be publicly available?**
  - a. Yes, the final list will be approved by City Council and be available to the public.
  
- 6. What types of building facilities are anticipated?**
  - a. At this time, planning for facilities such as a fire station and park equipment are anticipated.
  
- 7. Is municipal experience required?**
  - a. Yes.
  
- 8. What disclosure statements/forms are required to be submitted?**
  - a. Form 1295 and Form TCG 2270 are required only when a contract is executed. Please submit Form CIQ instead of Form CIS provided in the RFQ. Form CIQ may be downloaded from the City's website, or by visiting the following link:  
<https://www.ethics.state.tx.us/forms/CIQ.pdf>.

**9. Should the references be in the form of an actual letter, or will a list of contacts suffice?**

- a. A list of contacts is sufficient.

**10. In the last five years, has the City developed master plans and hydraulic models for the water and wastewater systems to define and prioritize future capital improvements? If not, will these services be required from the consultant procured through this solicitation?**

- a. The City has developed master plans for various utilities and specific areas of Bastrop. However, we do anticipate needing new and/or updated master plans and models.

**11. Is the City considering Texas Water Development Board SRF or SWIFT funding for any of its water/wastewater projects?**

- a. Yes.

**12. Does the City typically include land acquisition/easements in the engineering consultant's scope of work, or does the City handle land acquisition?**

- a. The City will likely have the help of land acquisition consultants, with the engineer responsible for sketches and other items supplemental items.

**13. The RFQ asks for evidence of financial stability. Is there something in particular the City would like to see for this item?**

- a. At a minimum, a certificate of liability insurance should be provided. Audited financial statements are also recommended. Other documents demonstrating financial stability may also be provided.

**14. If a consultant wishes to provide services for more than one category, are we to submit individual responses to each category or can they be in one collective response?**

- a. One collective response is preferred.