



818 S. FLORES ST. SAN ANTONIO, TEXAS 78204 www.saha.org

Procurement Department

ADDENDUM # 1

To: File 2011-925-86-5079
RFQ for: Land Surveyor Services

The following questions are asked:

Question 1: In the SAHA RFQ for Land Surveyor Services, page 15, g. states: "Respondent will be asked to provide a fee schedule with a breakdown of rates for individual personnel and all reimbursable expenses as it may pertain to providing survey services as outlined herein after selection of the most qualified Respondent. Any fees submitted are subject to negotiation." Will you please clarify if you need us to provide a fee schedule with our response, or is this paragraph just letting us know that we will need to submit one after selection?

Answer 1: The fees will be provided after selection and/or during the negotiations phase.

Question 2: The RFQ states that there needs to be tabs marked TAB 1 - TAB 8, then all the information required for each tab. My assumption is that this needs to be in a binder and mailed to you directly with 3 copies marked copy? Then it states 1 marked original is to be on a usb drive? I am looking for confirmation that I am understanding the instructions correctly

Answer 2: As per the directions listed in the documents:
a) Four total paper copies 1 "Original" marked "Original", three (3) Copies marked "Copy" and one electronic copy on a thumb/USB drive of the original.
b) Responses to be tabbed as outlined in Section C of the solicitation document.
c) May be in a 3 ring binder or use GBC splines or similar type of binding so the file may be disassembled and reassembled as needed.
d) must be submitted in a sealed envelope or container (box) on or before the due date and time listed.

Question 3: Can the RFQ be hand delivered by a company representative or must they be sent via a mail carrier?

Answer 3: It may be hand delivered or by using a carrier of your choice.

Question 4: Is the Disclosure of Lobbying Activities form required? If so, which tab do you place a copy?

Answer 4: Yes, placed under Tab 4 with the other HUD and State Mandated forms.



Question 5: Please confirm a copy of the 1295 Form is required in the SOQ and not at contract award.

Answer 5: The 1295 is not required in the SOQ it is completed by the awarded firm only.

Question 6: Please confirm a copy of the Certification of Payments to Influence Federal Transactions Form is required in the SOQ.

Answer 6: Yes, placed under Tab 4 with the other HUD and State Mandated forms.

Question 7: Where can we find Good Faith Effort Compliance Plan (Attachment A)?

Answer 7: Attachment D, directly after the 6 pages of Section 3 policy language denoted as "Section 3 Program Utilization Plan."

Question 8: Where does Attachment F go in the SOQ? Or does Section C and all requirements follow Attachment F (Extremely confused on how the SOQ should be structured as there are additional documents contained in the RFQ that are not called out in Section C)?

Answer 8: Response should be structured in accordance with the layout in Section C.

Question 9: Please confirm what you mean by "Must be in an editable PDF format"? Is the complete SOQ supposed to be a fillable form? Will the information from our electronic submittal potentially be altered after submission?

Answer 9: Do not password protect the file. We need to be able to copy and/or extract from it. It will not be altered.

Question 10: Please confirm which titles should be used for the sections, some titles in Section C and Attachment E are different.

Answer 10: Use the Section C Titles.

Question 11: Is this a form based SOQ? Is there a form we should use for the Approach and Experience sections?

Answer 11: There is no specific form required.

Question 12: What is the DBE requirement percentage?

Answer 12: There is not a specific percentage requirement we only want to know your efforts to identify and utilize these types of businesses as suppliers or subcontractors.

Question 13: To confirm, no resumes are needed for this RFQ?

Answer 13: Resumes are not specifically required but you must provide information showing the expertise of the staff likely to be assigned to any SAHA project.



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Question 14: Can you clarify which are the HUD forms needed for Tab 4?

Answer 14: Conflict of Interest Questionnaire, Disclosure of Lobbying Activities form, Certification of Payments to Influence Federal Transactions are the minimum required under Tab 4, since there is no information to be completed on Forms 5369-B and 5370C1 it is not necessary to copy and return these forms. The Form 1295 is only completed by the vendor(s) chosen for an award.

Question 15: Which Tab does the Disclosure of Lobbying Activities form belong to?

Answer 15: See answer to Question 4.

Question 16: How many contracts will be awarded or is this for 1 contract?

Answer 16: SAHA reserves the right to award one or more contracts. A number has not been determined at this time however it is unlikely that more than two will be awarded.

Question 17: Please confirm if spiral-bound submittals are allowed?

Answer 17: Spiral bound submittals are acceptable.

Question 18: Please clarify the requirements for Section 3.

Answer 18: Please contact the Section 3/SWMBE Coordinator Candace Moring at 210-477-6165 or by email at candace_morin@saha.org.

Question 19: Please confirm the % goal for SMBE (it appears to be blank on the form – apologies if we missed it in the RFQ)

Answer 19: See answer to question 12.

Question 20: Can the goal be 100% self-performed if our firm is a HUB/WBE/SBE/DBE?

Answer 20: Ideally we are wanting to know what your firm's efforts are to identify and utilize those types of business concerns as suppliers and/or subcontractors.

Question 21: C.2 Tab 2, Approach; Can you confirm that this would be a general example timeline for a hypothetical surveying housing authority project?

Answer 21: Yes.

Question 22: For forms – c.4, Tab 4, pg 15 – The 1295 is mentioned as needed to be included but it also says just for 'successful respondent' Can you confirm if we need to include an executed 1295 within our SOQ?

Answer 22: See response to question #5. The 1295 is only completed by the awarded vendor(s).

Question 23: Do respondents need to include certificates of insurance as well?

Answer 23: Certificates of insurance are not required at this time.



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Question 24: Are there any specific delivery requirements due to COVID? (such as different office hours, a specific box, etc)

Answer 24: No. The lobby is open for deliveries M-F 8am to 5pm.

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Date: November 23, 2020