



ALAMO  
COLLEGES  
DISTRICT

*PURCHASING AND CONTRACT ADMINISTRATION*

November 4, 2025

## **ADDENDUM IV**

### **PURCHASE OF ARCHITECTURAL/ENGINEERING/MASTERRENOVATION PLANNING SERVICES RFP 2026-0077**

- I. **QUESTION:** You ask for 10 projects total. We are submitting multiple disciplines, so is that 10 per discipline or 10 total as a cross-section of experience?

**ANSWER:** 10 total cross-sections

- II. **QUESTION:** I do not see an addendum #1 posted in Buyer Attachments. Is there one yet?, Does the district plan to release an addendum for RFQ NO. 2026-0077? When should we expect the addendum?, I'm inquiring when Addendum #2 with the Q&A information for the RFQ will be published. Do you have an anticipated release date for it? Will you be posted the issued Addendums here as well - or will these just be on the Alamo Colleges website? : Good morning! We have been told that three addenda have been posted/emailed, but I do not see them on this RFQ site anywhere. Can you direct us to where to find and download them?

**ANSWER:** Please review the Alamo College District website on a regular basis for addendum updates

- III. **QUESTION:** Can we use ACD Staff/Representatives as references on any of our ten (10) project summaries?

**ANSWER:** Yes

- IV. **QUESTION:** Can I provide a response to this RFQ as a single MEP engineering firm, or is it required to be part of A/E team?

**ANSWER:** Yes, your firm can respond to this RFG as a prime for MEP engineering

- V. **QUESTION:** Quick question about the SBEDA set-asides - Would Alamo Colleges consider allotting a certain percentage of the set-aside specifically to small businesses?

**ANSWER:** There is no set aside, only points and aspirational goals. These are fully available to all small businesses without regard for other demographics.

- VI. **QUESTION:** In the presub, it was mentioned that we can submit without including subconsultants. The RFQ notes to include information from other team members/subconsultants. Would you please clarify/confirm if we are allowed to submit without including subs?  
**ANSWER:** Yes, you may submit as a prime
- VII. **QUESTION:** Please clarify if the SBE Subcontracting Plan is to be submitted upon award of a project (per page 34 of the RFQ) or with our RFQ response (per page 35 of the RFQ).?  
**ANSWER:** SBE subcontracting will be required upon award of a project
- VIII. **QUESTION:** Would you prefer we add a Section 8.7 - Required Forms, or would you rather they be uploaded as a separate document?  
**ANSWER:** Please add all the attachments needed to the proposal
- IX. **QUESTION:** Would you like the Minimum Qualifications Form and financial statement to be included in our response?  
**ANSWER:** Yes
- X. **QUESTION:** Would you like Subsection 3.3 to be included in our response? In the past, a version of it has been in Criteria One?  
**ANSWER:** Yes
- XI. **QUESTION:** If we have exceptions to the attached agreement (per 5.3 and 5.5) where should this be included in our proposal?  
**ANSWER:** As stated in sections (5.3 and 5.5), you may state any exceptions on a separate sheet
- XII. **QUESTION:** At the pre-response meeting it was mentioned that your online submission system was having issues. Is it available for use or should we hold off on uploading our documents? With the Q & A information for the RFQ will be published. At the pre-response meeting it was mentioned that your online submission system was having issues. Is it available for use or should we hold off on uploading our documents?  
**ANSWER:** It is available, If you are having difficulties, please contact Jaeggar support at 1(800)233-1121 or <https://www.jaggaer.com/supplier-support/> for troubleshooting, If this is not successful, we recommend submitting a USB with the hard copies, portrait layout, before the deadline.
- XIII. **QUESTION:** Relevant Experience: Can we show projects under construction?  
**ANSWER:** Yes
- XIV. **QUESTION:** Relevant Experience: Can we show non-collegiate projects with a similar scope of work?  
**ANSWER:** Yes

- XV. **QUESTION:** Is public engagement, community relations or strategic communications going to be a component of projects related to this RFQ. If so, should teams consider public engagement firms when building teams?  
**ANSWER:** Yes
- XVI. **QUESTION:** additionally, could a public engagement firm submit a proposal on their own for potential community engagement work related to upcoming alamo college district projects?  
**ANSWER:** No
- XVII. **QUESTION:** please provide a comprehensive list of required forms to be included with our response?  
**ANSWER:** Please see section 9 (Format of Responses)
- XVIII. **QUESTION:** we will be submitting both a digital and printed version of our proposal. is it acceptable for the audited financial statements with wet signatures to be submitted only with the printed submission?  
**ANSWER:** Yes
- XIX. **QUESTION:** are electronic signatures acceptable?, Can you please let me know if electronic signatures are acceptable? I did submit this question earlier, but did not see it answered in the Q&A?  
**ANSWER:** Yes
- XX. **QUESTION:** Financial statements: Can you please confirm whether the financial statements count toward the 80-page limit?  
**ANSWER:** Please see section 9.1.2 to see what pages count as printed pages.
- XXI. **QUESTION:** Can you please confirm whether Section 8.3.1 requires the prime to submit the listed financial metrics (Annual gross and EBITDA revenue totals for the past ten [10] years) for every firm on our Project Team, specifically subconsultants, at the RFQ stage, or if subconsultant financials may be deferred until shortlist or award?  
**ANSWER:** Subconsultant financials may be deferred.
- XXII. **QUESTION:** Section 142 currently defines the “ACCD Group” broadly to include indirect employees, agents, students, invitees, volunteers, representatives, and tenants. Our understanding is that typical AE professional liability and general liability insurance is designed to cover claims involving the named contract parties and their direct employees or agents. Could ACC clarify whether the indemnity obligation can be limited to the named parties and their direct employees/agents, rather than the broader list of indirect or non-party entities?  
**ANSWER:** Yes, AE Professional liability, and otherwise only as may be required by law
- XXIII. **QUESTION:** Regarding the “AE Group” and the associated Additional Insured endorsement requirements in Exhibit B, can the District confirm whether the endorsement is expected to cover liabilities arising from ACCD’s own negligence or the sole/partial negligence of the ACCD

Group? If so, this may exceed what standard insurance policies provide. Would the District consider limiting the Additional Insured coverage to the extent permitted by law?

**ANSWER:** Coverage of proportionate negligence, not sole negligence, of the ACCD group is intended.

XXIV. **QUESTION:** Can Alamo Colleges provide an update on the potential timing for the various Bond projects. At previous presentations, the district has shared 5 tranches ranging from \$200-250M on an annual basis. In prioritizing the various projects, it would be helpful to understand when these projects are currently forecasted to be designed and built. Can an estimated date for design/ construction be shared from the table listed in section 3.4?

**ANSWER:** Yet to be announced

XXV. **QUESTION:** Please share an estimated date when the Construction Manager at Risk contractors will be selected to follow the selection of the design teams?

**ANSWER:** Yet to be announced

XXVI. **QUESTION:** Could you please confirm where the following content should be placed within the proposal, and whether it counts toward the 80-page limit?

- **Required Forms**

Execution of Offer

Certification of Non-Collusion

Qualifications Statement / Response Certification

Conflict of Interest Questionnaire

Addenda Acknowledgment

- **Minimum Qualifications (Form)**

Affirmation of Insurance and Acceptance of Terms

- **Financial Statements**

**ANSWER:** Please see section 9.1.2 to see what pages count as printed pages.

XXVII. **QUESTION:** Which attachments need to be filled out and included with our submission (for example, Attachment A – SBE, Attachments B–E acknowledgment, etc.)? Where are these expected to be placed within the submittal?

**ANSWER:** Bidders need to respond to the letter of acknowledgment with the bidder's letterhead or company logo with an aspirational SBE percentage goal along with a signature (Page 7). For this specific RFQ, in the subcontracting plan (Page 8) a response should be provided to Section 1, Section 2 can have a list of disciplines they assume to subcontract out

since they won't know right now who would be selected, as a specific project hasn't been assigned. In Section 2 if they plan to self-perform, they need to answer that by selecting "No, I will not be subcontracting..." and provide an explanation as to why they are self-performing in Section 7. For any disciplines they plan to subcontract, they need to provide a description in Section 3. Sections 4-6 aren't mandatory for this RFQ since bidders haven't been awarded or assigned a specific project. Section 7 only needs to be filled out by the primes that plan to self-perform. Section 8 does need a prime's signature.

XXVIII. **QUESTION:** Will an addendum be issued prior to the submittal deadline, and if so, through which medium or platform will it be published (e.g., the Alamo Colleges District e-Bidding portal or another site)?

**ANSWER:** Please review the Alamo College District website on a regular basis for addendum updates

XXIX. **QUESTION:** Lastly, can multiple proposals be submitted under a single account if we are submitting different team proposals?

**ANSWER:** We recommend submitting your proposal as a prime with multiple services offered or as a subconsultant with another architectural team

XXX. **QUESTION:** The Article 68, which states that payment serves as a release, has raised concerns about its insurability with our attorney. If we are selected and proceed with this clause, could we negotiate and modify its language to strike a more balanced agreement between the parties?

**ANSWER:** Possibly

XXXI. **QUESTION:** Since this is a required form to include the letter of acknowledgment (see attached document), will you consider not including this in our page count as you have done with the cover, table of contents, divider sheets, Execution of Offer, Certification of Non-Collusion, Qualifications Statement/Response Certification, and Conflict of Interest Questionnaire do not count as printed pages?

**ANSWER:** Please see section 9.1.2 to see what pages count as printed pages. This can be added anywhere. Submit your proposal with all the attachments needed through the e-Bidding portal. If this is not available, please submit a USB with portrait 8.5x11 hard copies before the deadline.

XXXII. **NEW QUESTION:** The RFQ states that ACD seeks Architectural, Engineering, and Master Planning Services. Please clarify if ACD is seeking multidiscipline design services, and what those are, as well?

**ANSWER:** Please see the scope of work in the attached RFQ for Architectural, Engineering, and Master Planning Services for guidance

XXXIII. **NEW QUESTION:** Is there an anticipated date for the release of the addendum, which will answer all questions asked at the pre-submittal and via email?

**ANSWER:** Please review the Alamo College District website on a regular basis for addendum updates

XXXIV. **QUESTION:** How will we be notified/receive the addendum? Via email? Through the ACD e-Bidding portal (Jaggaer)?

**ANSWER:** Please review the Alamo College District website on a regular basis for addendum updates

XXXV. **QUESTION:** On the SBE Plan: page 9 is Sections 3 through 6, requests the respondent to list firms "Contacted" and "Selected" for each discipline. Yet in Addendum II, question XXVII it's stated that "you don't need to provide specific firms" (just provide a list of disciplines) - do we leave these sections blank until we've been selected for a project? Please advise, thank you.?

**ANSWER:** For this RFQ, please consider Addendum II. Sections 4-6 aren't mandatory for this RFQ since bidders have yet to be awarded and don't know what project they're being assigned. Once a bidder is awarded and assigned a specific project they will need to provide Section 4 with who they notified and provide a copy of a letter or email that was sent notifying a certified or non-certified subcontractor of the opportunity. Section 5 will be required once a bidder is awarded and selected for a specific project. They will need to provide a list of subcontractors they reached out to for each discipline and whether or not they were SBE certified or not. In Section 6 they will need to put which subcontractor was selected, whether they were certified or not. If a non-certified subcontractor is selected, the prime will need to provide a reason as to why a certified subcontractor wasn't selected. A justifiable reason could be a certified firm was notified, but they didn't respond or certified vendors weren't found for a specific discipline. Or a non-certified vendor was selected due to being the most responsive or quoting the best value compared to other potential subcontractors. Again sections 5 and 6 will be asked for from the prime once they're awarded for a specific project. For the RFQ, only disciplines need to be provided in Section 2 and 3. Once a prime is selected and they have selected their subcontractors, the prime will need to attach letters or emails showing an effort was made to work with certified firms for section 5. If a selected subcontractor is non-certified and selected for specific services the prime must provide a justifiable reason why a certified firm wasn't selected in Section 6. Section 7, doesn't need to be filled out at the moment unless they are going to self-perform regardless of the project assigned to them. Section 8 does need a signature

XXXVI. **QUESTION:** We are still not clear where to upload our entire RFQ submission (80 pages), as this document is neither a "Summary" nor an "Additional Attachments."?

**ANSWER:** Please log in to the e-bidding portal for submission

XXXVII. **QUESTION:** If we decide to deliver our response via hardcopy, where would we include a "summary"? Does this apply only to the e-bidding system?

**ANSWER:** Please add all the attachments needed to the proposal. Please see section 9.1.2

XXXVIII. **QUESTION:** If a firm providing environmental, geotechnical, materials testing, and building envelope services submits as the Prime, is the team required to fulfill the entire scope of services outlined in Section 3.3, or would Alamo Colleges be seeking only

environmental, geotechnical, materials testing, and building envelope services to be addressed within that firm's submittal?

**ANSWER:** Yes

XXXIX. **QUESTION:** Can a firm submit as a Prime and partner with A/E firms as a subconsultant? Or does it have to be one or the other? Our firms' services include environmental, geotechnical, materials testing and building envelope services?

**ANSWER:** Both

XL. **QUESTION:** Will the District consider extending the submission deadline by one week to allow additional time for offerors to incorporate the changes provided via addendum last week?

**ANSWER:** No, the deadline is still firm on November 10, at 2:00 PM

XLI. **QUESTION:** May the District confirm the terms and conditions of an eventual contract, in addition to the fee and scope, will or will not be subject to negotiation by the District with the top-ranked Offeror?

**ANSWER:** Largely not

XLII. **QUESTION:** Could we get clarity from the District on what they consider to be an irregularity, or if they can provide examples of what they have considered to fall into those categories in the past?

**ANSWER:** Any submission to this solicitation requires that it is not in compliance

XLIII. **QUESTION:** May the City share the name(s) of the incumbent firms for the instant services, if any?

**ANSWER:** Please feel free to contact the city about this issue.

XLIV. **QUESTION:** I see there is a digital submission option. Are we required to submit digitally and still provide the original and five bound copies to the physical address? Or may we just submit through the online portal?, I've been able to access the second and third addenda associated with this RFQ. I understand from your answers that we do not have to submit hard copies in addition to an online submission. Please let me know if this is accurate. Can you please confirm submission methods for this RFQ are uploading to Jaggear or print submission, as 9.2 states an 80-page limit is 80 printed pages?

**ANSWER:** We recommend submitting it through the e-Bidding portal. If this is not available, please submit a USB with portrait 8.5x11 hard copies before the deadline.

XLV. **QUESTION:** Section 8.3.1 requests annual Gross and EBITDA revenue totals for the last ten (10) years. As a privately held company, our corporate policy would dictate that we cannot provide this to a public entity. We would like to propose granting physical access to our Finance Department to address any concerns about the firm's financial viability or ability to perform the work.

**ANSWER:** Will review qualifications submitted, and if you would otherwise be selected, will consider this approach

XLVI. **QUESTION:** In our capacity as a subcontractor to a prime and relative to section 8.3.1, requesting annual gross and ebitda revenue totals for the last ten (10) years. if a firm is submitting as a prime and subconsultant, can we address this issue in the prime submittal and reference that submittal for subconsultant roles?

**ANSWER:** Yes

XLVII. **QUESTION:** For reasons of confidentiality, we would prefer to submit our financial records in a separate printed submission and our proposal response digitally using your portal. Please confirm if this is acceptable

**ANSWER:** Yes

XLVIII. **QUESTION:** Please confirm that subconsultants to our team are required to provide "Annual gross and EBITDA revenue total for the past ten (10) years" as noted in 8.3.1. If subconsultants are not willing to provide this information, should we plan on proposing a different subconsultant?

**ANSWER:** Subconsultants are not required to submit

XLIX. **QUESTION:** Addendum III, Question VI states that the value of gross design fees is to be displayed for context with errors and omissions. If no litigation or arbitration resulting in judgement or finding of liability due to negligent design is the case, is the value of gross design fees still needed?

**ANSWER:** Yes

LIV. **QUESTION:** can the primes still reach out till today EOD and it still count towards the 5-days of prior outreach time requirements?

**ANSWER:** The deadline for questions is November 4, at 2:00 PM. Please try to submit your proposal before 2:00 PM on November 10.

LV **QUESTION:** Additionally, the table of contents states 8.0 Requirements of Responses (Criteria One to Criteria Seven) however there are only 5 criteria in section 8. Can you please confirm the number of criteria?

**ANSWER:** There are five (5) criteria. Please review sections 8 and 9 for this RFQ



**\* Please acknowledge receipt of this Addendum IV with your proposal. \***

**REMINDER:** If you are unable to access or download the proposal through the e-sourcing portal, please deliver a hard copy and a flash drive by the deadline to

**The deadline for submittal of responses for this project is 2:00 pm (CT), November 10, 2025.**

Alamo Colleges District  
Purchasing and Contract Administration  
Re: Purchase of Architectural / Engineering / Master Planning services.  
RFQ # 2025-0077  
Reception Desk  
2222 N. Alamo St.  
San Antonio, Texas 78215