



ALAMO
COLLEGES
DISTRICT

PURCHASING AND CONTRACT ADMINISTRATION

November 26, 2025

ADDENDUM I

PURCHASE OF CONSTRUCTION PROJECT MANAGEMENT / PROGRAM MANAGEMENT SERVICES RFQ 2026-0078

- I. **QUESTION:** Could you tell us how we can get involved in pursuing the architecture projects listed in this RFQ?
ANSWER: Firms will be selected under a IDIQ
- II. **QUESTION:** If we are selected through the recent Architectural/Engineering/Master Planning RFQ, would we be precluded from serving as a sub-consultant team member with a firm submitting as a Prime for this pursuit?
ANSWER: No
- III. **QUESTION:** The PM RFQ Section 9.1.19 lists Design Charrettes in the scope of services, similarly to the A/E RFQ (#2026-0077) list of services. Will the design charrette scope for the projects be conducted by the A/E teams or by the Project management team?
ANSWER: Decision will be made based on the outreach event requirement(s) and discussion with Alamo Colleges
- IV. **QUESTION:** Should the Project Management team also consider public engagement firms when building their team, as the A/E teams did?
ANSWER: Yes, but the Project Management firm will need to make that determination
- V. **QUESTION:** RFQ SECTION – MINIMUM QUALIFICATIONS. Please confirm that the audited financial statements required with the Minimum Qualifications form are EXCLUDED from the page count. As a large corporation, our audited financial statements (10-K report) exceed 60 pages.
ANSWER: Confirmed
- VI. **QUESTION:** RFQ SECTION – MINIMUM QUALIFICATIONS. Please advise where within our response the Minimum Qualifications form and financial statements should be placed. Please confirm that financial statement is not included in overall page limit
ANSWER: Prefer attachment at the end, but location is not mandatory. confirmed it does not count against the page limit.

VII. **QUESTION:** Please confirm that we are NOT required to submit the Small Business Subcontracting Plan and Small Business Subcontracting Plan Reporting forms in our response. Alternatively, if these two documents ARE required as part of our response, please confirm they are EXCLUDED from the response page count.

ANSWER: Only an acknowledgment letter is required for this response

VIII. **QUESTION:** Please advise what ACD's SBE participation goal is for this RFQ, RFQ page 36, Sample SBE letter, does the District have an SBE percentage goal?

ANSWER: Aspirational goal of 20%

IX. **QUESTION:** Please clarify if the page limit is 80 or 50 printed pages, RFQ page 24, Section 15.1.2, it states that the responses shall be a "maximum of eighty (50) printed pages." Which is correct – eighty or 50? Can Alamo Colleges confirm that the correct page limit is eighty (80)? Is the actual maximum page count 50 or 80?

ANSWER: 80-page limit

X. **QUESTION:** Please confirm that the use of clearly legible fonts smaller than 11 points is acceptable in proposal graphics (organization chart, captions, exhibit numbering, etc.), Would Alamo Colleges find it acceptable to use a font smaller than 11-point in section headers, graphics, or call-out boxes, Please confirm that the 11pt text size restriction does not apply to graphics, charts, diagrams, sidebars, and footers, as long as they are readable.

ANSWER: Please see page 24, section 15.1.2.

XI. **QUESTION:** We respectfully request that page-formatted copies of each form be provided for execution

ANSWER: The firm is responsible for submitting their proposals in their format; please see page 24, section 15.1.2.

XII. **QUESTION:** When does ACD anticipate issuing the addendum(s) with answers to respondents' questions?

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

XIII. **QUESTION:** Following the instructions on the Alamo Colleges District portal, I would like to request a link to submit/upload documents.

ANSWER: Please review page three of the actual solicitation.
<https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=Alamo>

XIV. **QUESTION:** RFQ page 4, Minimum Qualifications part C requires the submittal of the firm's Financial Statement. Can you confirm that those pages are exempt from the page limit?

ANSWER: Confirmed

XV. **QUESTION:** RFQ page 11, Section 9.1.19. lists services that may be required. Some of the items listed, such as Facility Conditions Assessment, Master Planning, Energy Conservation Strategies, and Multidisciplinary professional design services, seem to be what was listed in the A/E/Master Planning RFQ. Will these services also be included in the Project/Program services contract?

ANSWER: No

XVI. **QUESTION:** RFQ page 17, Section 13, "Delivery Location" indicates the proposal can be uploaded to the e-Bidding portal or delivered to the Alamo Colleges District. If a firm submits through the portal, do you still require delivery of the original response, five bound copies, and one electronic copy, as described in section 13.1, Can Alamo Colleges District confirm that the hard copies referenced on page 17 of 117 are not "required" but presented as an option, and that an electronic submission only through the Alamo Colleges District e-Bidding portal would be compliant, Please confirm that proposal can be submitted electronically via the procurement portal in lieu of multiple hardcopies.

ANSWER: We recommend submitting it through the e-Bidding portal. If this is not available, please submit a USB flash drive with portrait 8.5x11 hard copies before the deadline (12/11/2025 at 2:00 PM).

XVII. **QUESTION:** RFQ page 20, Section 14.3.2 lists items to be provided for each firm on the project team, including "Education" and "Professional Activities." Those items seem particularly aimed at individual team members rather than the firm. Is it sufficient to address that information on each team member's resume, as required in Section 14.3.8, rather than provide a summary of that content for the firm?

ANSWER: Yes

XVIII. **QUESTION:** RFQ page 22, Section 14.4.6, states that "Alamo Colleges District has specific system design and construction standards and specification requirements".... "Describe how you propose to incorporate these requirements into example projects listed in Table 1." Are you requesting a design intent/implementation plan for any or all of the project list? If so, are more project documents available to better understand the intent and scope of each project? These appear to be more Design Services-related than Program Management-related.

ANSWER: Yes, these are Design Services-related than Program Management-related. Please explain and give detail on how your firm will manage and oversee these projects as it relates to project management on behalf of the Alamo Colleges.

XIX. **QUESTION:** Sections 14.4.21 and 14.4.22, asks for a list of all projects currently under contract for the firm. As a large firm, we currently have more than 2,000 contracts in process. Would you accept an abbreviated list of only similarly relevant projects that are currently under contract?

ANSWER: Yes, that will suffice

XX. **QUESTION:** I tried registering with Alamo Colleges District, I'm getting hung up "Jaggaer" site. See below. I've completed all required fields but it's not granting me registration, I'd like to submit an RFQ?. Wanted to follow up on get access into the JAGGAER system. Can you please advise if it is possible to change me to the primary contact, since nobody else at the company is aware of our login credentials?

ANSWER: If you are having difficulties, please contact Jaegggar 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.

XXI. **QUESTION:** Please clarify correct page limit as two different numbers are provided. Responses shall be a maximum of eighty (50) printed pages. Font size is to be no smaller than 11 points. The cover, table of contents, divider sheets, Execution of Offer, Certification of Non-Collusion, Qualification Statement/Response Certification, and Conflict of Interest Questionnaire do not count as printed pages."?

ANSWER: Correct, 80-page limit

XXII. **QUESTION:** Please confirm whether the Minimum Qualifications form is to be included with the rest of the required forms or can the information be located within the cover letter? If to be included as a form, where in the proposal is the form to be located?

ANSWER: Must be included as part of the proposal. Please see page 24, section 15.1.2.

XXIII. **QUESTION:** Is the financial statement submitted separately or should it be included within the proposal?.

ANSWER: With the proposal

*** Please acknowledge receipt of this Addendum I 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), December 11, 2025.

Alamo Colleges District
Purchasing and Contract Administration
Re: Purchase of Construction Project Management / Program Management Services
RFQ # 2026-0078
Reception Desk
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San Antonio, Texas 78215