



ALAMO
COLLEGES
DISTRICT

PURCHASING AND CONTRACT ADMINISTRATION

October 28, 2025

ADDENDUM II

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

- I. **QUESTION:** Can a firm submit their qualifications solely for the scopes and disciplines they offer?

ANSWER: Yes

- II. **QUESTION:** Could an MEP firm submit its qualifications only for mechanical, electrical, and plumbing engineering scopes?

ANSWER: Yes

- III. **QUESTION:** Will there be an option to join the pre-response meeting virtually, either through Microsoft Teams, Zoom, or another web-based platform?

ANSWER: The pre-response meeting is a non-mandatory meeting, and it is only in person

- IV. **QUESTION:** I Represent PCT 4 on the Small and Local Business Committee at the County. Yesterday I had a discussion with some engineers that said that part of the RFQ requirements for the bond, the respondent must submit 10 years of IRS. I would like to confirm this is true, and if so, why? It did not seem likely this was a requirement, and before I repeat something as a representative of PCT 4, I would like to verify this information.

ANSWER: Please refer to section 8.3.1 – Annual Gross and Earnings Before Interest, Texas, Depreciation (EBITDA) revenue totals for the past ten (10) years.

- V. **QUESTION:** Item 8.1.3 says to projects should be within the last 7 years that we submit. Is it possible to extend that timeline to 10 or 15 years? Time flies and 7 years passes quickly these days. If we include projects more than 7 years old, will they be disregarded?

ANSWER: No

- VI. **QUESTION:** What are the SBE goals of this RFQ? I see there are goals, but I could not find the percentage referenced.

ANSWER: Alamo Colleges aspirational SBE goal is 20 percent. We encourage bidders to invest in our local small business community and try to meet or exceed the goal of 20 percent. A targeted goal has yet to be determined, but will be set for each project.

VII. **QUESTION:** I am reaching out in regard to the Architectural/Engineering Master Planning Services RFQ that was released a few days ago. If one firm provides environmental consulting/engineering and industrial hygiene services. Though I didn't see it stated directly, I wanted to see if these services are something you are looking for under this contract?

ANSWER: Yes

VIII. **QUESTION:** Under the Texas Professional Services Procurement Act, found in Chapter 2254 of the Texas Government Code, public institutions must only seek qualifications and experience-based questions. There are a few questions in the RFQ document that ask fee or profit-related questions, including the following. Will these criteria be removed?

8.1.2. When asking for:

- Final A&E Cost, including additional services
- Under “identify names of all key consultants...” it states “List percent of design effort (by cost) by offeror and subconsultants”

8.3.1. When asking for “EBITDA revenue”

ANSWER: The questions re 8.1.2 properly refer to 8.1.3. The request for Final A&E Cost, including additional services, is not a fee negotiation, but rather a historical question concerning what is very likely a matter of public record. The request for proportionate design effort has nothing to do with fees, being merely a specified proxy for relative effort. The request 8.3.1 for EBITDA revenue has nothing whatsoever to do with fees. There will be no removal.

IX. **QUESTION:** Where should the “minimum qualifications” form be located within our response? (Page 4 on the RFQ)

ANSWER: This can be added in Section 8 (Requirements for Responses)

X. **QUESTION:** Please confirm that the following forms are required. Are there any other additional forms we need to include in our response? Execution of Offer, SBE Commitment, Certification of Non-Collusion, Qualifications Statement/Response Certification

ANSWER: Additional documentation isn't required for SBE, but it is encouraged for bidders to respond to the letter of acknowledgement as well as the subcontracting plan with the disciplines that you feel you are most likely to need subcontractors to fill.

XI. **QUESTION:** For the financial statements requested in the “Minimum Qualifications” form, may we include condensed financial statements in lieu of audited financials?

ANSWER: No, please add it as stated on “Minimum qualifications”

XII. **QUESTION:** If audited statements are required, may we include them as a separate attachment to maintain confidentiality?

ANSWER: Yes

XIII. **QUESTION:** To confirm – we may submit our responses through Alamo College’s e-bidding website, in lieu of hard copies? Regarding Section 7.0 of the RFQ, could you please clarify how the electronic PDF copy should be submitted? Should it be uploaded via the e-Bidding portal, included on a USB with the hard copies, or both?, If necessary, will an 11x17-sized page be allowed for an organizational chart? If yes, how many pages will it count as?, Please verify that if we plan to upload our response via the Alamo Colleges District e-Bidding Portal,

we are not required to submit hard copies and a USB drive?, I am reaching out to request clarification regarding the submission requirements for RFQ No. 2026-0077. Specifically, could you please confirm whether physical copies are required in addition to the digital submission through the portal, or if submitting the RFQ electronically via the portal alone will suffice?, Print submission and digital or is digital only deemed responsive?, Print submission and digital or is digital only deemed responsive?

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

- XIV. **QUESTION:** Could you please confirm that responding to ACD-RFQ-2026-0077 will not create a conflict of interest with responding to a future Project Management/Program Management RFQ opportunity that has not yet been issued by Alamo Colleges.

ANSWER: Confirmed

- XV. **QUESTION:** Section 3.4, Table 1, does not include all of the projects ACD referenced in previous public meetings prior to the RFQ release, and the total does not appear to add up to \$987M. Can you clarify whether this table represents the complete list of Bond projects, or if additional projects will be released later, or have already been awarded?

ANSWER: Yes, table list current bond projects. Remaining funding of the \$987M is in support of the bond program and will not be directly related to construction costs.

- XVI. **QUESTION:** Given the nature of the IDIQ, should the prime firm include multiple subconsultants under each discipline, or does ACD prefer to see only one firm per discipline on the proposed team?

ANSWER: Yes, the prime firm can include multiple subconsultants under each discipline.

- XVII. **QUESTION:** Under Criteria Two: Past Performance, it asks for client references for the 10 representative projects we showcase. The final question in this section asks about “accuracy of control and cost estimates along with identification and recommendations of cost savings measures adopted for representative experience projects.” Could you please clarify or simplify what information ACD is seeking with this question?

ANSWER: Please provide examples of how your firm demonstrated its ability to provide best practices in cost estimates and examples of recommendations that your firm incorporated that produced cost savings on your previous projects.

- XVIII. **QUESTION:** A firm is wondering if you could please perform a courtesy review of the attached SBE Subcontracting packet for the Alamo Colleges District RFQ for A/E Professional Services IDIQ (RFQ No. 2026-0077) submittal.

ANSWER: The Alamo College personnel do not review any attachments. Please submit all your attachments to the proposal, and the Alamo College District will evaluate them once the deadline has passed

- XIX. **QUESTION:** After reading through the RFQ, I would like to ask if the Alamo College District is seeking Architectural/Engineering Teams to submit jointly for this RFQ, or could an Engineering firm submit a response as an individual firm for an IDIQ contract pertaining to the services offered by our firm?

ANSWER: Either response to this solicitation, jointly as a team or individually, will be

satisfactory

- XX. **QUESTION:** Are HUB, WBE or DBE certifications counted toward the SBE participation?
ANSWER: HUB, WBE, DBE, as well as SBE, MBE, DIBE(disabled individual business enterprise), VBE (veteran owned business enterprise) will all be counted for SBE participation for any lead or sub that has any of these certifications from a legitimate certifying agency that is local or non-local. A minority or woman owned business must be officially certified as MBE or WBE to be counted toward the SBE goal.
- XXI. **QUESTION:** What is the SBE percentage requirement?
ANSWER: Alamo Colleges' aspirational SBE goal is 20 percent. We encourage bidders to invest in our local small business community and try to meet or exceed the goal of 20 percent. A targeted goal has yet to be determined, but will be set for each project.
- XXII. **QUESTION:** This firm is an owner's representative firm that focuses on project & program management, but we do not act as the architects and/or engineers of record. Regarding the "Master Planning and Programming Services" scope, is the Alamo Colleges District looking to (or open to) engaging an owner's representative firm or only architecture/engineering firms?
ANSWER: ACCD would be open if the Owner's Representative firm offered Master planning and Programming Services
- XXIII. **QUESTION:** In regard to ACCD's recent RFQ for Architectural/Engineering/Master Planning Services, are geotechnical engineering and materials testing services included in this as well?
ANSWER: For this occasion, only the RFQ for Architectural/Engineering/Master Planning Services
- XXIV. **QUESTION:** Referencing page 4 of the RFQ, could you please clarify where the listed "Minimum Qualifications" should be addressed in our submission? Should they be included as part of Section 8 (Requirements for Responses), Section 10 (Execution of Offer and Required Documents), or in a separate section?
ANSWER: This can be added in Section 8 (Requirements for Responses)
- XXV. **QUESTION:** Regarding Section 8.2.2, could you please clarify whether the request for honors, award-winning or published designs, and other quality recognition refers ONLY to the 10 representative projects, or to the firm's overall experience?
ANSWER: Could account for both representative projects and the firm's overall experience
- XXVI. **QUESTION:** Regarding Section 8.4.1, could you please clarify the intent of the term "Reserved."?
Should this section be considered intentionally left blank?
ANSWER: Yes
- XXVII. **QUESTION:** Referencing Section 8.5.1, I understand that we are required to submit the following with our response:

- The Acknowledgment Letter (Attachment A
- A completed SBE Subcontracting Plan (pages 8, 9, 10)
- The Small Business Subcontracting Plan Reporting Sheet

Could you please confirm if this is correct, and whether any additional documentation is required at this stage?

ANSWER: Yes, this is correct. For this RFQ, no additional documentation is required. If selected you will need to provide a copy of a letter or email sent to a certified company as proof of your efforts. This is needed if a certified firm wasn't selected to work as a sub with you for a specific project. For this specific RFQ if you do not plan to self-perform you will need to provide a list of disciplines you will possibly subcontract out based off previous projects you have worked, but you don't need to provide specific firms that you are going to work with.

XXVIII. **QUESTION:** Additionally, are we required to include all supporting documentation (letters, phone logs, emails, etc.) as evidence of good faith effort for the SBE Subcontracting Plan with our submission, or will that be required at a later phase?

ANSWER: For this RFQ, no additional documentation is required. If selected you will need to provide a copy of a letter or email sent to a certified company as proof of your efforts. This is needed if a certified firm wasn't selected to work as a sub with you for a specific project. For this specific RFQ if you do not plan to self-perform you will need to provide a list of disciplines you will possibly subcontract out based off previous projects you have worked, but you don't need to provide specific firms that you are going to work with.

XXIX. **QUESTION:** Referencing Section 8.6, could you please confirm whether this section should be labeled as "Criteria Six" with a corresponding question number "8.6.1" to maintain consistency with the formatting and flow of Section 8?

ANSWER: No, please add it as additional information

XXX. **QUESTION:** Regarding the project team requirements, we understand that consultants should be included in our submission. However, since this is an IDIQ contract and specific project scopes are not yet defined, some of our consultant selections may vary depending on the nature of the work assigned. Could you please clarify the following:

- Are we allowed to include multiple firms within the same discipline to account for different potential project types?
- Is it acceptable to identify certain consultants as "potential" or "as needed," depending on project scope?

ANSWER: Yes, for both questions

XXXI. **QUESTION:** The Alamo Colleges District e-Bidding Portal shows there are (3) separate items under the "Review & Submit" Section: Summary, Buyer Attachments, Supplier Attachments.

What does the "Summary" section apply to?

ANSWER: Add a summary of your agency with the solicitation proposal

XXXII. **QUESTION:** What does the "Buyer Attachments" section apply to?

ANSWER: This is for the attachments (Addendum's, amendments, etc.) Alamo College will add to this solicitation

XXXIII. **QUESTION:** Is the "Supplier Attachments Section" where we should upload our response as an attachment?

ANSWER: Add additional attachments with the solicitation proposal

XXXIV. **QUESTION:** Under the "Minimum Qualifications" section, what is the "Supporting Documentation" being asked for along with our agreement statement to all terms, conditions, requirements, and specifications stated in the RFQ and contract documents? Is a statement of agreement all that is needed?

ANSWER: Must affirm in writing and include supporting documentation with qualification statements and submission, please check mark and attach any minimum qualifications

XXXV. **QUESTION:** Under Section 3.3, a complete "Anticipated Professional Design Services" list may be required. Are we to submit for only the service(s) we plan to provide (example: civil engineering), or are we to include any of the services listed, which might be required under the service we plan to provide (example: civil engineering), as sub-consultants to form a complete team?

ANSWER: Yes, you can include any of the services listed, which might be required under the services you plan to provide as sub-consultants to form your complete team.

XXXVI. **QUESTION:** Sections 8.1.1, 8.1.2, 8.1.3, 8.3, 8.3.2, 8.3.3, 8.3.4, 8.3.6, 8.3.8, 8.4.5, 8.4.8, 8.4.9, 8.4.15, and 8.4.18 all mention/refer to "Project Team". Does Project Team mean the team within our firm that will work on each assigned project, or a sub-consultant team member (other firms), who might be needed for elements of the service we submit (example: civil engineering)?

ANSWER: Both for this question

XXXVII. **QUESTION:** Based on the questions above, please confirm if we are to submit as a Prime firm for only those services that we will self-perform with our own staff/resources, or should we include sub-consultant team members for any elements of scope that might come up as part of the service we are submitting for?

ANSWER: Both for this question

XXXVIII. **QUESTION:** When does ACD anticipate releasing responses to questions?

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

XXXIX. **QUESTION:** Can you please clarify what 8.4.1 "Reserved" refers to?

ANSWER: This section is intentionally left blank.

- XL. **QUESTION:** On the statement of Interest - Can we submit one proposal for 1) Master Planning and Programming Services and 3) Civil Engineering services? Or should those be two separate proposals?
ANSWER: One proposal that incorporates all proposed services
- XLI. **QUESTION:** For section 8.4.1 Reserved. – Should we skip this point, or will this be explained later on?
ANSWER: Yes, this section is intentionally left blank.
- XLII. **QUESTION:** Our firm provides Geotechnical Engineering, Construction Materials Testing (CMT), and Special Inspection services, which are listed in RFQ #2026-0077 as supporting or Additional Services that may be required by the prime AE firm(s). Based on that scope, we are best positioned to pursue opportunities as a subconsultant to prime AE teams. Does this interpretation align with the Alamo Colleges District’s expectations?
ANSWER: Both, as a prime or under an AE Firm as a subconsultant
- XLIII. **QUESTION:** Could you please confirm that Geotechnical, CMT, and Special Inspections are not part of the major scope of services?
ANSWER: For this occasion, only the RFQ for Architectural/Engineering/Master Planning Services
- XLIV. **QUESTION:** For Geotechnical Engineering, Materials Testing, Environmental Consulting, and Building Envelope/Roofing Consulting – will these services be procured through another RFQ, would you like these services on a Prime Team (not the firm that conducts these services) for this RFQ, or would you like the Firm that conducts these services just to submit on this RFQ for these services only?
ANSWER: For this RFQ, you may submit either as a prime or under an AE Firm as a subconsultant for the services your firm provides
- XLV. **QUESTION:** Financial Statement Requirements (Minimum Qualifications) On page 4, the RFQ requests “a current report of financial condition sworn to before a Notary Public,” and also indicates a requirement for an “audited financial statement.” Can you please confirm whether a notarized summary statement is required in addition to an audited financial statement, or if the audited report alone will satisfy this requirement?
ANSWER: The Offeror swears to the accuracy of the attached statement, if unaudited. If audited, the oath may be limited to the authenticity of the audited statement attached.
- XLVI. **QUESTION:** Small Business Enterprise (SBE) Subcontracting Plan (Attachment A) In Section 8.5.1, the RFQ requests a “written commitment in the form of the Acknowledgment Letter required by Attachment A,” while Attachment A (page 35) states that a completed SBE Subcontracting Plan must be submitted. Could you please clarify whether firms should submit only the Acknowledgment Letter of Commitment at this stage, or a fully completed Subcontracting Plan

with identified subcontracting opportunities and outreach documentation?

ANSWER: For this RFQ, the letter of acknowledgment must have your company's letterhead, aspirational SBE goal, and a signature as proof of acknowledgment. If you plan to self-perform, you must provide that response in the subcontracting plan, but if you plan to subcontract, for this RFQ, you will only need to provide a list of disciplines that you estimate subcontracting out. The selected subcontractors and proof of outreach documentation will be asked for when an awarded bidder is assigned a specific project.

XLVII. **QUESTION:** What is meant by "no more than two per project" in listing client references for the 10 representative projects on 8.2.1? No more than two people referenced?

ANSWER: YES, two people referenced per project

XLVIII. **QUESTION:** Should our answers to questions 8.2.2 through 8.2.5 refer back to the 10 projects referenced previously?

ANSWER: Yes

XLIX. **QUESTION:** Regarding Scope of Work, are 1) Master Planning and Programming Services, 2) Multidiscipline Design Services, and/or 3) Civil Engineering Services all separate submissions if planning to provide more than one scope?

ANSWER: One Submission

L. **QUESTION:** Regarding the SBE Plan, please clarify if full subcontracting plan needs to be submitted or if letter of acknowledgement will be deemed responsive. Information is noted on the Subcontracting Plan form as a requirement vs. note on 8.5.1?

ANSWER: For this RFQ, the letter of acknowledgment must have your company's letterhead, aspirational SBE goal, and a signature as proof of acknowledgment. If you plan to self-perform, you must provide that response in the subcontracting plan, but if you plan to subcontract, for this RFQ, you will only need to provide a list of disciplines that you estimate subcontracting out. The selected subcontractors and proof of outreach documentation will be asked for when an awarded bidder is assigned a specific project.

LI. **QUESTION:** Please provide amendment for Letter of Acknowledgement (pg. 34) as it reflects CMAR not Architecture Services

ANSWER: The language of this has been changed from CMAR to Prime/Lead

LII. **QUESTION:** List of projects under contract and under construction - nationwide? Regional? How many years of history?

ANSWER: Submit a maximum of ten (10) representative experience projects for which you have provided services that are most comparable to anticipated projects as listed in Section 3.4 and aligned with the services your proposal is submitted for. Please review section 8.1.3

LIII. **QUESTION:** 9.1.2 Responses shall be a maximum of eighty (80) printed pages. Font size is to be no smaller than 10 points. 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. Will SBE Subcontracting plan be included in this?

ANSWER: Yes

LIV. **QUESTION:** We would appreciate clarification on the intent behind question 8.1.3 bullet point 10: Identify names of all key consultants and sub-consultant firms that provided professional services and indicate if they are proposed as part of this RFQ Project Team. List percent of design effort (by cost) by offeror and subconsultants." Specifically, what is meant by "percent of design effort (by cost)." As you are aware, public entities must select professional service providers based on demonstrated competence and qualifications rather than cost or fee-related information during the RFQ stage. Could you please confirm whether the intent of this section is to identify the relative level of effort or scope contribution of each team member (rather than any cost-based allocation), and whether it would be acceptable to express this information in terms of percentage of design effort by discipline or estimated work share instead of "by cost"?

ANSWER: Express level of design effort in percent, based on relative design fees of prime contractors (designer of record) and subconsultants (if any).

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