

July 28, 2020

RFQ CRF 2292391/BD Building Automation System Consulting Services

## REQUESTS FOR INFORMATION

1. Will MD Anderson consider extending the Submittal Deadline 3-5 business days based on the rescheduling of the Pre-Proposal Conference and Q&A Responses?

Answer: Addendum 3 extends the Submittal Due Date to August 6, 2020 at 2:00 PM Local Time.

2. RFP Responses will likely be large files and section 1.5 instructs respondents to submit via e-mail. Is there a file size limitation? Will MD Anderson offer an FTP site or portal for respondents to submit?

Answer: The file size limitation is 41 MB. MD Anderson is not offering an FTP site or portal at this time.

3. Will MD Anderson provide a list of Preferred HUB Partners that are qualified for the specific scope of work in Appendix-E?

Answer: MD Anderson does not maintain a list of preferred HUB Suppliers. MD Anderson will provide contact information for trade organizations that the respondents can notify regarding the subcontracting opportunity. MD Anderson can also provide a link to the Central Master Bidder's List (CMBL), where respondents can search for HUB Suppliers.

4. Will MD Anderson allow a respondent to include more than 5 relevant project examples (Attachment E does not agree with RFQ on min/max projects)?

Answer: Minimum 5 no more than 8

5. How does MD Anderson envision the BAS Consultant interfacing with the project Commissioning firm – as it appears that some of the services and responsibilities may overlap?

Answer: MD Anderson envision close partnership with the commissioning firm during the design and implementation.

6. What is MD Anderson's intent regarding "construction administration" in Sec 3.7.1 of the RFQ?

Answer: Construction administrations such as but not limited to, review and approve submittals, answer RFIs, site visits, attending construction meetings,...

7. Will the selected consultant be expected to fulfill the role of Commissioning Authority on individual projects, or is the consultant role limited to planning, reviewing, and overseeing the Commissioning activities to be implemented by others?

Answer: MD Anderson envision close partnership with the commissioning firm during the design and implementations. The main role are but not limited to planning, reviewing, and overseeing.

8. Does MD Anderson request that the HUB commitment letter be submitted in a separate email?

Answer: Yes

9. Given the RFI responses may not be issued until 2 days before the deadline, would MD Anderson consider an extension to the RFQ deadline to allow firms to properly incorporate RFIs into responses?

Answer: Addendum 3 extends the Submittal Due Date to August 6, 2020 at 2:00 PM Local Time.

10. We were unable to get into the call with the ID given. Will you be sending out an attendee list for the pre-submittal call?

Answer: It will be posted at <https://www4.mdanderson.org/procurement/bids/> in a future Addendum to the RFQ.

11. During the Pre-Proposal conference yesterday, the HUB representative mentioned a Rider 103 form and Tip Sheet. These documents are not in the list of RFQ attachments. They also offered to review our HUB commitment letters and we need their contact information (if it is not on the Tip Sheet).

Answer: During the RFQ presentation the HUB Representative referenced the Rider 104. The HUB Tip Sheet ([AA HUB Tip Sheet - IDIQ.pdf](#)) is attached to the RFQ posting and includes Barbara Howard's contact information ([bhoward@mdanderson.org](mailto:bhoward@mdanderson.org)). Please email your draft "Letter of HUB Commitment" to Barbara for review. Allow at least 48 hours for a response

12. I am emailing you to let you know that I've been trying to call into the RFQ No.: CRF 2292391/BD pre-solicitation meeting that was supposed to start today at 2pm, but I keep getting a message saying that the WebEx ID is not valid or the meeting hasn't started. Regardless, I wanted to email you to let you know that I'm trying to attend the meeting, and if possible, could I get notified when the pre-solicitation meeting notes and attendance sheet are posted?

Answer: Pre-solicitation meeting notes are not provided. The attendance sheet will be posted at <https://www4.mdanderson.org/procurement/bids/> in a future Addendum to the RFQ.

13. In RFQ Section 1.23, the first sentence of this RFP section the language instructs respondents to agree in their proposal, that they will comply with the Disclosure of Interested Parties Statute and Disclosure of Interested Parties Regulations as implemented by the TEC. However, in the last sentence in this section respondents are informed that the form (Form 1295) is not a required element of Respondent's Proposal. Can you confirm that you wish respondents to simply acknowledge in writing that they will fill out Form 1295 if they enter into negotiation with MD Anderson, and that Form 1295 does not need to be submitted with the proposal?

Answer: The 1295 form will be required to be submitted to Owner prior to the countersigning of the final agreement and is not a required element of Respondent's proposal.

14. In RFQ Section 3.3.3, it appears to be a duplicate of section 3.3.1? Does this section require a response?

**Answer: Please respond to both 3.3.3 and 3.3.1.**

15. In RFQ Section 3.3.7, the documents asks respondents to “Describe our process in working with contractors and Owner’s consultants and integrating them into the materials testing process during construction.” This question appears to be from a materials testing RFQ. Does this section require a response?

**Answer: This question will be deleted.**

16. In RFQ Section 3.2.2, MD Anderson requests firms provide three (3) most recent audited financial statements documenting your firm’s financial stability. Audited financial statements are not common for the type of professional services MD Anderson is seeking. Will SOQ from firms unable to provide three years of audited financial statements be rejected as non-responsive? Would MD Anderson consider removing this requirement as it precludes many smaller firms from providing a competitive response?

**Answer: Qualifications received from firms unable to provide three years of audited financial statements will not be rejected nor will they be considered non-responsive.**

17. Will MD Anderson allow audited financial statement documents to not count as printed pages?

**Answer: Yes**