

**RFP 2016-310
PROJECT MANAGEMENT SUPPORT SERVICES
QUESTIONS AND ANSWERS**

1. Page 2 of RFP NO. 2016-310 requests one (1) original and (6) copies of our response. However, page 13 requests one (1) original and ten (10) copies. Please clarify how many copies we must provide in our response.

Refer to Addendum No. 1 to RFP 2016-310.

2. With less than one week between the question deadline and the response deadline, will the County consider extending the deadline?

Refer to Addendum No. 1 to RFP 2016-310.

3. Section IV does not indicate where to include the required forms (HUB Policy, Bidder's Affirmation, etc.) or the reference sheet. Please indicate if there is a preference of where these forms should be included.

No preference.

4. Will the required forms and references be included in the 20 page limit?

Refer to Addendum No. 1 to RFP 2016-310.

5. IV.A.2.g: "State your firm's approach to bringing a project back on schedule." Please describe how far behind schedule the project is currently.

Project is not behind schedule. This is a hypothetical scenario. Please refer to RFP and respond accordingly.

6. What is the expected completion date for this project?

Project completion date has not yet been established.

7. IV.A.2.k. requests an audited financial statement from the previous two years. Is the financial statement included in the 20 page limit?

Refer to Addendum No. 1 to RFP 2016-310.

8. Can the financial statement be included as an addendum to the proposal?

Refer to Addendum No. 1 to RFP 2016-310.

9. Price Proposal V.A.1. and V.A.2. ask for "Designated Project Manager" prices. Page 7, II.A.1.a. defines the Designated Project Manager as "the Designated Project Manager, and not subordinate staff." Also, IV.A.2.e. on page 13 requests respondents to "provide name(s) of personnel." However, no pricing is requested for subordinate staff. Can the County clarify if the pricing for the "Designated Project Manager" is for an individual or a team?

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Refer to Section V of the RFP document.

10. Should respondents include pricing for subordinate staff?

Refer to Section V. of the RFP document.

11. If the County wants to see subordinate staff pricing, will Comal County amend Article V to include pricing for subordinate staff to be consistent for all proposers?

Refer to Section V. of the RFP document.

12. If the County does not want to see subordinate staff pricing, should respondents include all staff in the pricing for the "Designated Project Manager," as Article V exists in the original RFP?

Refer to Section V. of the RFP document.

13. VII.A.5, Criteria for Selection (page 16) assigns five points for "location in general geographic area to the project(s)." Please elaborate on how this scoring will be evaluated.

Refer to Section VII. of the RFP document.

14. III.C. of the HUB Policy (page 20) included in the RFP states, "The Commissioners Court may establish HUB target goals." Does Comal County have an established HUB percentage goal for this project?

A percentage goal has not been established for this project as of today's date.

15. RFP states that Proposal Response Forms cannot be retyped or altered, does this include references as we would like to provide more detail than what provided space would allow. Can we enlarge amount of space allowed for our reference response.

Refer to RFP document.

16. Should HUB documentation be included and would it count toward 20 page limit?

Refer to Addendum No. 1 to RFP 2016-310.