RFP No. 20191202 Request for Proposal for Program Management Services for the JPS 2018 Capital Improvement Program

**Addendum #2**

December 20th, 2019

*Response to Pre-Proposal Questions*

Continued from Addendum #1…

Question #16: Must respondents identify specific names/companies/etc within the Staffing Plan and Fee template or may a budget be provided for such services?

Answer #16: The Staffing and Fee Template anticipates that Respondents may not be able to name individuals for every position anticipated at this point in time.  In this circumstance, enter "To be Determined" in lieu of an individual's name.  The firm supplying that individual should be identified and a budget amount should be entered as illustrated in the example in the Template.

Question #17: Per the JPS Staffing Plan and Fee Template and Section V Submittal Format Tab 7 of the RFP, some sub-consultants (architectural/MEP Engineering) are shown to be hours only.  If they are contracted directly to us, how should we calculate the HUB participation if there is no fee associated with them?

Answer #17: A revised Staffing and Fee Template has been issued and is now available for download (Staffing Plan and Fee Template REVISION 1).  New Rows 91-93 have been inserted.  All other rows and columns remain unchanged. These lines provide cells in which the ***aggregate*** amount of fee to be paid by the Program Manager to both HUB/SMWBE/DOBE and Non-HUB/SMWBE/DOBE subconsultants can be entered.  Examples have been entered in the form on these lines to further clarify the intent.

Question #18: Regarding Tab 5 – Team Relevant Program and Project Experience “Project Sheets”:  So that we are able to provide comprehensive qualifications of our team members’ experience, will you permit us to provide project experience examples gained by team members while at previous firms if so noted?

Answer #18: Yes, as long as they are properly identified.

Question #19: Regarding Tab 6 – Approach Narrative:  Please clarify which sections fall under the six-page limit for the Approach Narrative and which are included for the Program Implementation Plan, which does not have a page limit.

Answer #19:

*The Approach Narrative provides an opportunity for describing the strengths of the Philosophy, Strategy and Methods your firm will use in undertaking this Program. The Program Implementation Plan is a detailed task outline describing the step-by-step process that you envision.*

*The following clarification to Tab 6 modifies the indentations of the listed topics. It contains no wording changes:*

*b) Approach Narrative*

*i) Describe how you will approach:*

*(1) Baselining of the Program*

*(a) Budget*

*(b) Scope*

*(c) Schedule*

*(d) Proforma*

*(2) Program Implementation Plan Development*

*(3) Consultant Selection*

*(4) Construction Management Service Provider/Contractor Selection*

*(5) Construction*

*(6) Occupancy*

*(7) Closeout*

*(8) Warranty*

*(c) Program Implementation Plan Outline*

*i) Provide an outline with bullet statements that will form the basis for the Program Implementation Plan which will be required to be completed by the successful respondent in the first 9 months of the assignment.*

*ii) Do not simply copy the Scope of Work.*

Question #20: Please clarify Exhibit B’s structure/format, what “TCHD Account Number” is, and how to obtain this number.

Answer #20: A reformatted Exhibit B – Vendor Certification Form has been issued and is now available for download (Exhibit B - REVISION 1). The TCHD (Tarrant County Hospital District) Account Number is an accounts receivable number for vendors that have done business with JPS in the past. If your firm has not done business with JPS in the past, please mark N/A for not applicable.

Question #21: What is JPS’s current or expected Program Management Information System if any?

Answer #21: There is not a current Program Management Information System. Respondents are open to propose their preferred system of choice.

Question #22: Is there a list of firms that are excluded from the competition due to previous engagements with JPS?

Answer #22: No

Question #23: As we understand, the pricing component of our submission has been allocated 10 point of the total scoring. Since pricing is only to be submitted for non-professionals, pricing could vary significantly between teams depending on the mix of resources (professionals and non-professionals). As an example, a lead role (or really any role) may be filled by a licensed professional in the State of Texas on one team but not on another. How will the evaluation criteria be applied to ensure reasonable comparisons?

Answer #23: The Staffing and Fee Template has been revised. A line item has been provided in which both HUB/SMWBE/DOBE and Non-HUB/SMWBE/DOBE Professional Service Fees are to be entered in aggregate. Please see the answer to question 17 and download the updated Template.

Note that professional licensure does not make all activities undertaken by an individual into professional services. The Template indicates which personnel categories are considered to contain professional services. Fees associated with these categories should be placed in the new line items provided in the revised Template. All other fees should be placed in line items elsewhere in the Template whether the individual providing those services is professionally licensed or not.

Question #24: RFP Doc Page13, Item B. Projects in the Program – “Projects that are currently in progress…...” Are any of your current or future **Renovation Projects** included in that statement or are those projects excluded?

Answer #24: While there are several renovation projects currently underway, only those listed on page 13 of the RFP under “Current status of Projects” are to be included. Any “future” projects will be established within the development of the Final Report.

Question #25: Clarifying HUB/MWBE/DOBE firms that are Prime & their JV Partners will be included in the percent participation goal?

Answer #25: HUB/MWBE/DOBE firms that are Prime & their JV Partners are to be included in the percent participation goal. Please refer to question and answer 17 for additional details in illustrating the participation within the Staffing Plan and Fee Template REVISION 1.

Question #26: Will current MEP, IT Infrastructure, Architectural, Parking & Traffic, etc. assessments / studies already completed by JPS be made available to the IPMO during the first 9 month phase of the project?

Answer #26: Yes, any assessments / studies already completed by JPS and that are in files located within the Design & Construction Department will be made available to the IPMO during the first 9 month phase of the project.

Question #27: I believe you said during the Pre-Proposal Conference firms should go online to the JPS website and register through the Vendor Registration process. If so, should each firm on the IPMO team register or just the Prime?

Answer#27: Yes, only the Prime Respondent must register. During the Pre-Proposal Conference, the following was highlighted: Prior to the District’s consideration of a Respondent’s RFP Response each Respondent is required to and shall register as a Vendor in the District’s online “JPS Procurement System” (located on the District’s Website at: <https://jpshealth.gob2g.com/> ). This may be found beginning at the bottom of page 7 of the RFP.