



COLLIN COUNTY

Office of the Purchasing Agent
2300 Bloomdale Road
Suite 3160
McKinney, Texas 75071
www.collincountytx.gov

ADDENDUM NO. ONE (1)

PROFESSIONAL SERVICES, RIGHT OF WAY ACQUISITION SERVICES

RFP NO. 2023-034

Effective: November 14, 2022

Change: Close Date \ Time: December 1, 2022 \ 2:00 P.M.

Change: Question Cutoff Date \ Time: November 25, 2022 \ 5:00 P.M.

Remove: 6.1.6 Proposals shall be a MAXIMUM of twenty-five (25) PRINTED PAGES. The cover, table of contents, divider sheets, signature page, conflict of interest questionnaire, and W-9 do not count as printed pages.

Replace with: 6.1.6 Proposals shall be a MAXIMUM of twenty-five (25) PRINTED PAGES. The cover, table of contents, divider sheets, **bid invitation**/signature page, conflict of interest questionnaire, **financial statements**, and W-9 do not count as printed pages.

Remove: 6.2.3.1 Price per Parcel for Appraisal Services

Add: Bid Invitation/Signature page

Add: Question and Answers

Please note all other terms, conditions, specifications, etc. remain unchanged.

Sincerely,
Michelle Charnoski, NIGP-CPP, CPPB
Purchasing Agent

(MD)



Collin County Purchasing

2023-034 Addendum 1

Professional Services, Right-of-Way Acquisition Services

Issue Date: 10/25/2022

Questions Deadline: 11/25/2022 05:00 PM (CT)

Response Deadline: 12/1/2022 02:00 PM (CT)

Collin County Purchasing

Contact Information

Contact: Matt Dobecka, NIGP-CPP, CPPO, CPPB, CPCP

Address: Purchasing
Admin. Building
Ste. 3160
2300 Bloomdale Rd.
Ste. 3160
McKinney, TX 75071

Phone: 1 (972) 548-4103

Fax: 1 (972) 548-4694

Email: mdobecka@co.collin.tx.us

Event Information

Number: 2023-034 Addendum 1
Title: Professional Services, Right-of-Way Acquisition Services
Type: Request for Proposal - Other
Issue Date: 10/25/2022
Question Deadline: 11/25/2022 05:00 PM (CT)
Response Deadline: 12/1/2022 02:00 PM (CT)

Billing Information

Address: Auditor
Admin. Building
Ste. 3100
2300 Bloomdale Rd.
Ste. 3100
McKinney, TX 75071

Bid Attachments

2023-034 LEGAL NOTICE.docx

Legal Notice

[Download](#)

1.0 General_Instructions_Proposals_07.18.2022.docx

General Instructions

[View Online](#)

2.0 Terms_of_Contract_Proposals_-_2.10.21.docx

Terms of Contract

[View Online](#)

3.0 Insurance updated 1-26-2015.doc

Insurance

[View Online](#)

4.0 Evaluation_Criteria_and_Factors_Final.doc

Evaluation Criteria

[View Online](#)

5.0 ROW Acquisition Services_Final.docx

ROW Acquisition Services

[View Online](#)

6.0 Proposal_Format_Final.doc

Proposal Format

[View Online](#)

W-9 rev 2018.pdf

W-9 Form

[View Online](#)

HB23 CIQ.docx

Conflict of Interest Information

[View Online](#)

CIQ_113015.pdf

Conflict of Interest Questionnaire

[View Online](#)

Exhibit A_ROW Agreement.docx

ROW Services Agreement

[View Online](#)

Requested Attachments

W-9

(Attachment required)

Conflict of Interest Questionnaire

(Attachment required)

Proposal

(Attachment required)

Bid Attributes

1	eBid Notice Collin County exclusively uses IonWave Technologies, Inc. (Collin County eBid) for the notification and dissemination of all solicitations. The receipt of solicitations through any other means may result in your receipt of incomplete specifications and/or addendums which could ultimately render your bid/proposal non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other means. Please initial. <hr/> <hr/> <hr/> <p>(Required: Maximum 1000 characters allowed)</p>
2	Contact Information List the contact name, email address and phone number of the main person(s) Collin County should contact in reference to this solicitation. Contact(s) shall be duly authorized by the company, corporation, firm, partnership or individual to respond to any questions, clarification, and or offers in response to this solicitation. <hr/> <hr/> <hr/> <hr/> <hr/> <p>(Required: Maximum 4000 characters allowed)</p>
3	Exceptions (for RFP/RFQ) Do you take exception to the specifications? If so, by separate attachment, please state your exceptions. <input type="checkbox"/> Yes <input type="checkbox"/> No <p>(Required: Check only one)</p>
4	Insurance Acknowledgement I understand that the insurance requirements of this solicitation are required and are included in the submitted pricing. A certificate of insurance shall be submitted to the Purchasing department if I am awarded all or a portion of the resulting contract. Please initial. <hr/> <hr/> <hr/> <p>(Required: Maximum 1000 characters allowed)</p>

5 Debarment Certification

I certify that neither my company nor an owner or principal of my company has been debarred, suspended or otherwise made ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension," as described in the Federal Register and Rules and Regulations. Please initial.

(Required: Maximum 1000 characters allowed)

6 Immigration and Reform Act

I declare and affirm that my company is in compliance with the Immigration and Reform Act of 1986 and all employees are legally eligible to work in the United States of America. I further understand and acknowledge that any non-compliance with the Immigration and Reform Act of 1986 at any time during the term of this contract will render the contract voidable by Collin County. Please initial.

(Required: Maximum 1000 characters allowed)

7 Disclosure of Certain Relationships

Chapter 176 of the Texas Local Government Code requires that any vendor considering doing business with a local government entity disclose the vendor's affiliation or business relationship that might cause a conflict of interest with a local government entity. Subchapter 6 of the code requires a vendor to file a conflict of interest questionnaire (CIQ) if a conflict exists. By law this questionnaire must be filed with the records administrator of Collin County no later than the 7th business day after the date the vendor becomes aware of an event that requires the statement to be filed. A vendor commits an offense if the vendor knowingly violates the code. An offense under this section is a misdemeanor. By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code. Please send completed forms to the Collin County County Clerk's Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX 75071. Please initial.

(Required: Maximum 1000 characters allowed)

8 Anti-Collusion Statement

Bidder certifies that its Bid/Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid/Proposal for the same materials, services, supplies, or equipment and is in all respects fair and without collusion or fraud. No premiums, rebates or gratuities permitted; either with, prior to, or after any delivery of material or provision of services. Any such violation may result in Agreement cancellation, return of materials or discontinuation of services and the possible removal from bidders list. Please initial.

(Required: Maximum 1000 characters allowed)

9 Disclosure of Interested Parties

Section 2252.908 of the Texas Government Code requires a business entity entering into certain contracts with a governmental entity to file with the governmental entity a disclosure of interested parties at the time the business entity submits the signed contract to the governmental entity. Section 2252.908 requires the disclosure form (Form 1295) to be signed by the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury. Section 2252.908 applies only to a contract that requires an action or vote by the governing body of the governmental entity before the contract may be signed or has a value of at least \$1 million. Section 2252.908 provides definitions of certain terms occurring in the section. Section 2252.908 applies only to a contract entered into on or after January 1, 2016. Please initial.

(Required: Maximum 1000 characters allowed)

10 Notification Survey

In order to better serve our offerors, the Collin County Purchasing Department is conducting the following survey. We appreciate your time and effort expended to submit your bid. Should you have any questions or require more information please call (972) 548-4165. How did you receive notice of this request?

- Plano Star Courier Plan Room Collin County eBid Notification Collin County Website
 Other

(Required: Check only one)

11 Critical Infrastructure Affirmation

Pursuant to section 2274.0102 of the Texas Government Code, Respondent certifies that neither it nor its parent company, nor any affiliate of Respondent or its parent company, is: (1) majority owned or controlled by citizens or governmental entities of China, Iran, North Korea, Russia, or any other country designated by the Governor under Government Code Section 2274.0103, or (2) headquartered in any of those countries. Please initial.

(Required: Maximum 1000 characters allowed)

12 Energy Company Boycotts

Pursuant to Section 2274.002 of the Texas Government Code, should the contract have a value of \$100,000 or more and the company employs 10 or more full-time employees, Respondent represents and warrants that: (1) it does not, and will not for the duration of the contract, boycott energy companies, and (2) will not boycott energy companies during the term of the contract. If circumstances relevant to this provision change during the course of the contract, Respondent shall promptly notify Agency. Please initial.

(Required: Maximum 1000 characters allowed)

1 **Firearm Entities and Trade Associations Discrimination**

3

Pursuant to section 2274.002 of the Texas Government Code, should the contract have a value of \$100,000 or more and the company employs 10 or more full-time employees, Respondent verifies that: (1) it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association. If circumstances relevant to this provision change during the course of the contract, Respondent shall promptly notify Agency. Please initial.

(Required: Maximum 1000 characters allowed)

1 **Proposer Acknowledgement**

4

Proposer acknowledges, understands the specifications, any and all addenda, and agrees to the proposal terms and conditions and can provide the minimum requirements stated herein. Offeror acknowledges they have read the document in its entirety, visited the site, performed investigations and verifications as deemed necessary, is familiar with local conditions under which work is to be performed and will be responsible for any and all errors in Proposal submittal resulting from Proposer's failure to do so. Proposer acknowledges the prices submitted in this Proposal have been carefully reviewed and are submitted as correct and final. If Proposal is accepted, vendor further certifies and agrees to furnish any and all products/services upon which prices are extended at the price submitted, and upon conditions in the specifications of the Request for Proposal. Please initial.

(Required: Maximum 1000 characters allowed)

Bid Lines

1 Please upload your proposal.

Supplier Notes: _____

Additional notes
(Attach separate sheet)

Supplier Information

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Supplier Notes

The undersigned hereby certifies the foregoing proposal submitted by the company listed below hereinafter called "offeror" is the duly authorized agent of said company and the person signing said proposal has been duly authorized to execute same. Offeror affirms that they are duly authorized to execute this contract; this company; corporation, firm, partnership or individual has not prepared this proposal in collusion with any other offeror or other person or persons engaged in the same line of business; and that the contents of this proposal as to prices, terms and conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.

Print Name

Signature

Online Questions & Answers

Event Information

Number: 2023-034
Title: Professional Services, Right-of-Way Acquisition Services
Type: Request for Proposal - Other
Issue Date: 10/25/2022
Question Deadline: 11/11/2022 05:00 PM (CT)
Response Deadline: 11/17/2022 02:00 PM (CT)

Published Questions

Question: Hello, as the question cut off is 11/11, we can assume the Addendum release to be early next week in order to have enough time to make required updates based on County's responses. As the proposal is due 11/17, is it possible to extend the deadline? Most RW firms in Texas are bidding the TxDOT ROWAPS which is due 11/18 and extremely competitive. Collin County gets our very best effort. Thank you for your consideration.

Answer: Yes, we will extend to 12/1 to allow proper time for a response.

Asked: 11/10/2022 05:33 PM (CT)

Question: Item 6.3 of the Proposal Format document requests Financial Statements. There is no mention of what items are listed. Does the Financial Statement count towards the 25-page limit, as those can be several pages long?

Answer: No, they do not count towards the page count.

Asked: 11/8/2022 04:07 PM (CT)

Question: Are audited financials included in the page count? A full report of our audited financials consists of numerous pages.

Answer: They are not included in the page count.

Asked: 11/8/2022 09:51 AM (CT)

Question: Our firm's financial report is approximately 200 pages long. Can you please confirm if our financials are included in the page count? If not, could we provide a link to our financial report online in place of attaching it. Would that be acceptable?

Answer: They are not included in the page count.

Yes, a link would be acceptable.

Asked: 11/8/2022 08:43 AM (CT)

Question: I have not come across the required signature page in the RFQ. Can you please clarify what or where it is located?

Answer: Signature page will be added in an addendum.

Asked: 11/7/2022 10:02 AM (CT)

Question: Regarding 6.0 Proposal Format, 6.2.3 Reasonableness of Fees, 6.2.3.1 requests pricing for appraisal services. Collin County will be responsible for “direct coordination with the appraiser consultant.” (5.7.1 required as part of the response.

Answer: 6.2.3.1 will be removed in a future addendum.

Asked: 11/4/2022 08:14 AM (CT)

Question: Regarding 6.0 Proposal Format, 6.2.3 Reasonableness of Fees, prices for listed services can vary by parcel and effort required to complete required services. Will Collin County accept a price range per

Answer: County will accept a price range to accommodate varying complexities of parcels; however, the proposal provided for a bottom range parcel cost and a top range parcel cost in the proposal. In addition, if a provider is asked for their project specific proposal, specifics must be provided (per parcel) to show how

Asked: 11/4/2022 08:14 AM (CT)

Question: Section 6.2.3 Reasonableness of Proposers Fee States to provide explanation of cost of the services of the Initial Offer, and final offer packets 6.2.31. as for Price per parcel for Appraisal Services, how is appraisal report. Does the County intend for the provider to list cost for the obtaining an appraisal re

Answer: 6.2.3.1 will be removed in a future addendum.

Asked: 11/1/2022 02:44 PM (CT)

Question: Is there a conflict of interest in submitting on this RFQ if our firm intends to submit our qualifications for Segments 2 & 4 as well?

Answer: No.

Asked: 11/1/2022 11:45 AM (CT)

Question: In 5.0 Special Conditions and Scope of Work, Item 5.1, please clarify the requirement to be approved for services. Is this solicitation open only to providers who are currently under a ROWAPS contract with

Answer: Prospective firm does not need to be currently under a ROWAPS contract with TxDOT; however, the firm must be approved by TxDOT through the application process on TxDOT's website (link below).

<https://www.txdot.gov/business/right-of-way/departments-certification-for-professional-real-estate-app>

Asked: 11/1/2022 10:42 AM (CT)
