ADDENDUM

Addendum Number: 02       Dated: April 3, 2020

Solicitation Number: 2020RFQ_Appraisal
Solicitation Title: Blanket Contracts for Statewide Professional Real Estate Appraisal Services
Due Date/Deadline: NEW: May 7, 2020 @ 2:00PM CST
Contract Manager: Jennifer Feliciano, CTCD, CTCM

PURPOSE OF ADDENDUM: CLARIFICATIONS

Except as provided herein, all terms and conditions of the document referenced herein, remain unchanged and in full force and effect. The following are official revisions, specifications and/or clarifications to this solicitation. This Addendum shall be attached to and form a part of the referenced solicitation document and any resulting awarded contract and must be considered in your response.

I. Solicitation Due Date Change

Per this notice, responses will be received by the Contracting Branch, Infrastructure Division, Texas Parks and Wildlife Department, 4200 Smith School Road, Austin, Texas 78744 UNTIL 2:00 P.M. (CST)., Thursday, May 7, 2020.

II. Submission of Qualifications

All TPWD Headquarters buildings (Main HQ, Building D, Airport Commerce Park) remain closed to public access. Due to these closures, TPWD has suspended the acceptance of hand-delivered bids and proposals. Responses may only be received via mail or by email.

Mailing Address: Contracting Branch, Infrastructure Division, Texas Parks and Wildlife Department, 4200 Smith School Road, Austin, Texas 78744

Email Address: Contracting@tpwd.texas.gov

Notes:

• Responses may be submitted via courier or mail.
• All overnight couriers are still delivering at this time.
• Our mail room recommends firms avoid using USPS Express mail.

III. Questions and Answers

Question 1: Unless it is decided that we only have to submit an electronic RFQ, can we use a courier service to submit hard copies?

Answer: Yes. TPWD will accept responses received by mail including use of a courier service.

Question 2: My question is pertaining to Section 1.4.3: Based on the current challenges due to COVID-19, will the Department consider waiving the requirement to submit responses in hard copy form and allow submission electronically via email only?

Answer: Yes. Responses may be received via mail or by email.
Question 3: As it pertains to Exhibit 6.2 – TPWD’s Insurance Requirement, am I correct in my understanding that respondents to the RFQ do not need to submit proof of insurance unless and until they are selected as a provider?

Answer: Yes, only the selected provider(s) will need to submit proof of insurance.

Question 4: Given the current situation caused by the COVID-19 pandemic, there was discussion in the pre-submittal conference as to the method of delivery of the submission of qualifications packet. Has TPWD changed the method of delivery of submission of qualifications, or is it still the same as outlined in the original RFQ?

Answer: Please refer to Section II above for clarification. Responses may only be received via mail or by email.

Question 5: First, at the pre-submittal conference call, you said that, despite language to the contrary in the RFQ, respondents may submit their Qualifications via email to your address as given in the RFQ. You said that you would post an addendum stating that email submissions are acceptable. As of a few minutes ago, I was unable to find such an addendum on the TPWD web site. Is it still your plan to post such an addendum?

Answer: Yes, please refer to Section II above for clarification.

Question 6: Second, I operate as a sole proprietor with no employees. Some of the requirements, for example, 3.1.2, b. "Please provide this information in a narrative and as a graphical representation." The information in question can be presented as a narrative, but I do not know what a graphical representation would look like in my case. Where the requirement does not apply to my case, I propose to simply explain that and move on to the next question. Would that be acceptable? If not, what should I do?

Answer: Yes, it would be acceptable to provide a narrative response while indicating that a graphical representation is not applicable to your firm.

Question 7: Third, I'm doing some appraisal reviews for the Land Conservation Program. I've made the decision to finish this work before starting on my Response, but if this work takes longer than expected, I may not be able to submit my Response on time. So, I may be calling you requesting a deadline extension eventually. Is there any date beyond which such a request would not be considered?

Answer: The solicitation due date has changed, and responses will be received until 2:00 P.M. (CST), Thursday, May 7, 2020. Further deadline extensions will be made at TPWD’s discretion.

Respondents are to acknowledge receipt of this Addendum. Return a signed copy of this notice with your response submission.

I acknowledge receipt of this addendum.

Respondent Company Name

Respondent’s Authorized Signature Date