



**DALLAS COUNTY
PURCHASING DEPARTMENT**

Records Building, 500 Elm Street, Suite 5500
Dallas, Texas 75202

**Michael Frosch
Purchasing Director**

December 8, 2025

ADDENDUM #3

**RFQ 2026-003-7088 PROFESSIONAL OWNER REPRESENTATION AND CONSTRUCTION PROJECT
MANAGEMENT SERVICES**

Whereas, this Addendum provides official responses to questions submitted by prospective contractors. The questions and the answers provided herein are hereby made a part of the Solicitation.

In addition to the questions and answers provided, instructions for reference letters and past performance information forms, and any other required documents, please do **not** email these documents directly to Dallas County POC Marina Valley. If you have previously emailed the documents, they will still be accepted; however, for all future submissions to this solicitation, please incorporate all documents into your submission package to prevent potential technical issues that may arise with email submissions.

The responses to the submitted questions are provided below:

Reference Letters

Q1. Do the 4 Reference Letters need to be from projects in Dallas County? The RFQ seems to say they do not

Answer: No, the four (4) reference letters do not need to be exclusively from projects located within Dallas County. You may include references from other project locations as well

Project Experience

Q2. Should the project experience examples be 1 page or longer?

Answer: The limit on the RFQ is for 30 pages excluding the Attachments. Attachment 1C is specific to Qualifications Statement which requires project experience and will be limited to 10 additional pages.

Resumes in Approach

Q3. Do the 2-page resumes count within the 30-page Approach section page limit?

Answer: The 30-page limit does not apply to resumes and references. Each reference submission is restricted to two (2) pages maximum.

PUR-FRM-006

REV. 2 – 6/8/2023

PMIS System in Place

Q4. Do you all use a PMIS system for Project Management, and if so, which one?

Answer: There is no specific preference regarding the Project Management software used.

List of FIRMS

Q5. Please can you provide a list of firms that attended the online meeting conference on 11.19.25?

Answer: A complete list of all firms is attached to this addendum.

Financial Statements

Q6. Page 23 States the following, but I cannot find the instructions in the documents. ATTACHMENT 1B – FINANCIAL STABILITY FORM 1. Provided audited financial statements per instructions.

Answer: Audited financial statements does not need to be submitted until the vendor is shortlisted. The following financial stability verification documents will be needed; Balance Sheet, Income Statement, Cash Flow Statement, Work-in-progress (WIP) Report, Credit Rating.

Confirmation of Attendance

Q7. Ms. Marina Valley, I am writing to confirm that Dynasty Engineering Group was represented at the Dallas County RFQ 2026-003-7088 Pre-Bid Conference on November 19, 2025. While I was personally unable to join via Teams and had to dial in by phone, our team was represented by Brajuan Madison, who attended the meeting through Teams. Initially, due to a miscommunication on my part, she didn't realize she needed to share my contact information in the chat, as she assumed I was also on Teams. After the meeting ended, I asked her to return to the chat session to share my details, which she did, though it was slightly after the session had concluded. I wanted to ensure you were aware of our attendance and that our contact information was submitted in the Teams chat, albeit slightly late. I also wanted to ensure that Dynasty Engineering Group is included on any official attendee list the County may distribute. If there's any further confirmation needed from our side, please let me know. We'll continue to monitor BidNet for any updates as well. Thank you very much for your understanding, and we look forward to participating in the RFQ process. Isidore Marshall, PE Principal Engineer | Dynasty Engineering Group 📧 imarshall@dynastyengineeringllc.com 📞 (504) 495-2113 • (214) 919-8303 🌐 dyngllc.fedgovadv.info 📍 New Orleans, Louisiana • Dallas, Texas

Answer: We confirm that a representative from Dynasty Engineering Group attended the Dallas County RFQ 2026-003-7088 Pre-Bid Conference held on November 19, 2025.

Page Limits

Q8. Are covers, dividers, attachments, forms and resumes included in the 30-page limit?

Answer: No. The specified 30-page limit is for the Request for Qualifications (RFQ) document itself; all required attachments are excluded from this count

References

Q9. During the pre-bid meeting, it was mentioned that references do not count towards the page limit and references could be provided in lieu of the past performance forms which would be submitted afterwards. Can you please confirm, or do we need to send the forms to our references to be returned with our submission?

Answer: Yes, that is correct. The required Past Performance forms are to be used in place of traditional reference letters, and they are excluded from the overall 30-page limitation.

1295 Form

Q10. Per Page 20, Step 3, is a Form 1295 due with our SOQ or after award? If it's included, will it count towards the page count?

Answer: Form 1295 is required only if your firm is selected as the apparent award winner. It should be submitted at that time.

Financial Stability

Q11. Attachment 1B - Financial Stability Form notes that audited financial statements per instructions must be provided. Would it be acceptable to submit the audited financial statements once short listed or selected?

Answer: Yes, audited financial statements does not need to be submitted until the vendor is shortlisted. The following financial stability verification documents will be needed; Balance Sheet, Income Statement, Cash Flow Statement, Work-in-progress (WIP) Report, Credit Rating.

Financial Stability

Q12. Attachment 1B - Financial Stability Form notes that audited financial statements per instructions must be provided. As an alternative to audited financials, will 'reviewed' audited financials be acceptable?

Answer: Full audited statements will be requested later from the shortlisted vendors, as per the established process.

Client Reference Letter

Q13. Would Attachment 1F suffice as the client reference letter if we had four submitted to Marina by email?

Answer: Please include the reference letter - Past Performance Information within your official submission package. Do not email these documents directly to Marina. If you have previously emailed the documents to Marina, they will still be accepted; however, for future submissions, please incorporate them into your package to prevent potential technical issues that may arise with email submissions.

Extended Due Date

Q14. Would you consider extending the deadline considering that complete, independent submittals are required for each of the six potential projects and the Thanksgiving holiday occurs during the response period?

Answer: Submission deadline will not be extended at this time.

Clarification on Value Assessment Plan

Q15. Please clarify the requirement to not include any identifying firm information in the Value Assessment Plan. From the RFQ: The purpose of the Value Assessment Plan is to provide Proposers with an opportunity to identify any value-added options or ideas that may benefit the County, the project, or the service. If the Proposer can include more scope or service within the constraints of the County, the Proposer should provide an outline of potential value-added options. This may include ideas or suggestions on alternatives in implementation timelines, project scope, project cost, goals, deliverables, methodologies, etc. In order to minimize any bias, the Value Assessment Plan MUST NOT contain any names that can be used to identify who the Proposer is (such as company names, personnel names, project names, or product names).

Answer: The purpose of the Value Assessment Plan is solely to present your value-added ideas, options, or enhancements such as potential efficiencies, implementation approaches, alternative methods, or expanded scope without tying those ideas to your firm's branding or past work. You may fully describe your proposed value-added concepts, but please ensure the plan is written in a generic, non-identifying manner.

Attachment 1C – Qualification Statement

Q16. Please clarify and where proposers are to include the information requested in Attachment 1C - Qualification Statement (no more than 30 pages). Is this to be included in the body of the proposal or submitted as a separate section with the rest of the required Attachments?

Answer: The limit on the RFQ is 30 pages excluding the Attachments. Attachment 1C is specific to Qualifications Statement and will be limited to 10 additional pages.

Page Limits

Q17. Please clarify any page limits for the proposal and whether it applies to the overall proposal or individual sections.

Answer: The limit on the RFQ is 30 pages excluding the Attachments.

Qualification Statement

Q18. Is Attachment 1C - Qualification Statement to be included as part of the overall Qualification Submittal Format items starting on page 7 or included as a separate document?

Answer: The 30-page limit for the overall RFQ submission excludes all attachments. Please note: The content for Attachment 1C – Qualification Statement has its own maximum limit of 10 pages. This information must adhere to the Section F requirements and be placed under Section 4: Qualification, Experience, Capabilities, and Resources, following the Qualification Submittal Format.

Past Performance Questionnaire

Q19. Please confirm that only one Past Performance feedback form is required to be submitted.

Answer: We are asking for no more than three (3) Past Performance feedback forms to be submitted.

Reference Letters

Q20. Please confirm that each proposal must include a minimum of four (4) written letters of reference outlining the role as an Owner's Representative with scope similar as Dallas County projects within the last five years. Please indicate where in the proposal these letters should be placed.

Answer: These reference letters for the overall firm's capability to serve as an Owners Representative will be part of the Qualifications under Section V (B) of the submission.

Financial Stability Documents

Q21. Please clarify how Financial Stability documents are to be provided separately if the proposal is being submitted via Bidnet.

Answer: Audited financial statements does not need to be submitted until the vendor is shortlisted. The following financial stability verification documents will be needed; Balance Sheet, Income Statement, Cash Flow Statement, Work-in-progress (WIP) Report, Credit Rating.

Required Attachments

Q22. Are documents to be submitted with qualification response to be included in a separate section? Some of the required documents, such the Risk Assessment Plan and the Value Assessment Plan, duplicate the content required in the Qualification Submittal Format. For example: Attachment 1b - Financial Stability Form, Attachment 1c - Qualification Statement, Attachment 1d - Risk Assessment Plan, and Attachment 1e - Value Assessment Plan

Answer: The RFQ and all corresponding attachments must be submitted together as a single, complete package. Please refer to Section V (B) for the submittal format and Section V (P) for a list of necessary attachments. The following documents should be inserted under Section 4: Qualification, Experience, Capabilities, and Resources: Attachment S, Certifications, EMRs, and Attachments 1B through 1F. Note: Audited financial statements are not required with the initial submission but must be provided if the vendor is shortlisted. Instead, please include the following documents to verify financial stability: Balance Sheet, Income Statement, Cash Flow Statement, WIP Report, and Credit Rating.

Insurance Requirements

Q23. Would you consider eliminating the requirement for Independent Contractor's Protective Liability as this would not be applicable in providing Professional Owner Representation and Construction Project Management Services. From RFQ: 1.2. Commercial General Liability: Contract shall maintain Commercial General Liability Insurance coverage must include the following: (a) Premises; (b) Operations; (c) Independent Contractor's Protective Liability; (d) Products and Completed Operations; (e) Medical Expense; (f) Personal and Advertising Injury; (g) Contractual Liability; (h) Broad form property damage, to include fire legal liability. Such insurance shall carry in an amount not less than One Million and 00/100 (\$1,000,000.00) for bodily injury (including death), property damage, and blanket contractual coverage per occurrence with a general aggregate of Two Million and 00/100 (\$2,000,000.00) and products and completed operations aggregate of Two Million and 00/100 (\$2,000,000.00).

Answer: We cannot eliminate the requirement for Independent Contractor's Protective Liability coverage. The insurance specifications outlined in RFQ Section 1.2 are mandatory requirements for all vendors and reflect our organization's standard risk management policies for all professional service contracts, regardless of the specific

scope of work proposed by the vendor. All respondents must meet these requirements to be considered for award.

Past Performance 1F

Q24. Clarification Regarding Attachment 1F – Past Performance Information Attachment 1F appears on the list of documents to be submitted with our qualification package. However, the form instructs the reference to submit the completed survey directly to the County. Questions for the County: • Should proposers submit the blank form or a partially completed form as part of our package, while references submit their completed evaluation directly to the County? • Is any additional documentation required from proposers to verify that references have been contacted?

Answer: Submit all references and completed evaluations concurrently as part of your application to prevent processing delays or omissions

SBE/Women/Owned Firm

Q25. Clarification Regarding SBE Requirements – Item 7 (“Female and Minority Business Contracts”) Under the Qualifications Submittal Format, Item 7 asks for “female and minority business contracts.” Questions for the County: • Is the County requesting our historical record of working with SBE/minority/women-owned firms? • Or is the intent to request break down percentages of our proposed SBE participation for this specific project?

Answer: The County is requesting your firm's historical record of working with SBE/minority/women-owned firms, as part of the general qualifications review. We are not requesting proposed SBE participation percentages for these specific projects at this stage. Please provide relevant historical examples and information as requested in the section description.

Financial Stability Form 1B

Q26. Clarification Regarding Attachment 1B – Financial Stability Form Attachment 1B states: “Provided audited financial statements per instructions.” The only instructions we found are under Section V – Qualification Submittal Format → Financial Stability (page 7). Questions for the County: • Please confirm whether these are the “instructions” referenced in Attachment 1B, or if there are additional financial disclosure instructions elsewhere in the RFQ. • As an Owner’s Representative/Construction Management consulting firm, we do not self-perform construction and do not maintain bonding capacity. Should this be marked Not Applicable, with evidence of insurance submitted instead? • For Item 3 on legal claims, should we disclose only performance-related matters, or all litigation and disputes within the last five years?

Answer: Audited financial statements does not need to be submitted until the vendor is shortlisted. The following financial stability verification documents will be needed; Balance Sheet, Income Statement, Cash Flow Statement, Work-in-progress (WIP) Report, Credit Rating. Yes, mark N/A with evidence of insurance submitted instead. Yes, disclose all litigation and disputes within the last five years.

Attachment 1C

Q27. Attachment 1C – Qualification Statement in the RFQ instructs us to provide the requested information as concisely as possible, with a limit of 30 pages. Could you please clarify whether the pages of the attachments are included in the 30-page limit?

Answer: The attachments are “not” included in the 30-page limit.

Proposal Structure Clarification

Q28. The RFQ includes detailed instructions under multiple sections (e.g., Organization, Executive Summary, Management Plan, etc.), and some of these appear to overlap or provide different guidance on how the proposal should be structured. Could you clarify which set of instructions should take precedence, or confirm if all sections must be included exactly as outlined?

Answer: Please refer to Section V. Qualification Submittal Format for the complete required structure of the RFQ submission. Note: All attachments listed under "P. Documents to be submitted with qualification response: (pg 10)" must be inserted into Section 4. Qualification, Experience, Capabilities, and Resources of the RFQ format. This section specifically requires the inclusion of both your main qualification narrative and all mandatory attachments referenced in Section V (P).

Demolition and Asbestos Testing

Q29. Regarding the demolition of the existing fire station, are we required to include testing for asbestos materials within the fire station? If asbestos materials are present, should our scope include abatement and disposal of asbestos materials?

Answer: Demolition of the existing fire station is not required.

Tentative Project Schedule

Q30. Could you provide the tentative project schedule for all projects #1–5 listed in the RFQ?

Answer: A tentative project schedule for projects #1-5 is not available at this early RFQ stage. Timelines will be more clearly defined and communicated during the next phase of the procurement process or during final contract negotiations with the selected vendor(s).

Financial Statements

Q31. Is this new for the for the Audited Financials, because the previous RFQ has not requested them.

Answer: Audited financial statements does not need to be submitted until the vendor is shortlisted. The following financial stability verification documents will be needed; Balance Sheet, Income Statement, Cash Flow Statement, Work-in-progress (WIP) Report, Credit Rating.

Certifications

Q32. Are the Certifications on page 22 and 23 of the RFQ to be included in the proposal response and if so, in what section?

Answer: Yes, the item must be included in your proposal and submitted as part of the overall qualification response. Please ensure it is placed within section “4. Qualification, Experience, Capabilities, and Resources.”

Proposal Sections

Q33. Please confirm that the order and content of the proposal should be as follows: 1. Cover Letter 2. Table of Contents 3. Executive Summary 4. Qualification, Experience, Capabilities, and Resources 5. Consultant’s Response and Approach to the Project 6. Consultant’s Current Contracts 7. Female and Minority Business

Contracts 8. Consultant's Address of Its Local and National Office 9. Joint Ventures/Sub Consultants in the State Of Texas 10. Prior Litigation, Including Litigation with The County

Answer: Yes, the order and content of the proposal must follow the exact sequence presented in section "V. Qualification Submittal Format."

SBE Certification

Q34. Is certification from the North Central Texas Regional Certification Agency (NCTRCA) acceptable for the Small Business Entity (SBE) credential?

Answer: Yes, the NCTRCA is one of three recognized Certification Agencies for our Small Business Enterprise program. The other two (2) include the Women's Business Council-SW, and the Dallas Fort Worth Business Council (Formerly known as the DFW Minority Supplier Development Council or DFWMSDC).

Existing Schedules

Q35. Can you share existing schedules for projects currently under design and/or construction?

Answer: Project schedules are not available during this phase of the RFQ process.

Project Rosters

Q36. Can you share architects and/or CMAR on projects selected to date?

Answer: We are unable to share the details of architects or CMAR partners on projects selected to date during this active solicitation phase. This information will be made publicly available once the current procurement process has concluded and all agreements are finalized.

Fee Proposal

Q37. Is a pricing fee proposal per project required to be submitted with RFQ response?

Answer: A pricing or fee proposal is not required at this time. This Request for Qualifications (RFQ) is intended solely to evaluate qualifications. Pricing details will be requested at a subsequent phase, on a per-project basis.

Attachment 1F – Past Performance Information

Q38. Could you confirm whether Attachment 1F – Past Performance Information must be submitted by the proposal due date? The form does not specify a return deadline.

Answer: Yes, Attachment 1F – Past Performance Information is a required component of the complete submission package. All required forms and documentation must be submitted by the proposal due date of December 18, 2025, by 2:00 PM CST.

Extension of Time

Q39. Due to the complexity and irregularities identified in the proposal requirements, we respectfully request an extension of the submission deadline to ensure a thorough and compliant response.

Answer: The submission deadline will not be extended at this time.

Attachments

Q40. Some of the attachments seem to be a duplicate of what's asked for on pages 7-8 of the RFQ. Are the attachments to be used in lieu of the outline on pages 7-8, or in addition to the format requested on pages 7-8?

Answer: Please be directed to the Qualification Submittal Format on page 7 for instructions on how to organize their RFQ response. Attachments referenced in Section V(P) must be integrated into the main body of the submission as requested in Section V. Qualification Submittal Format (page 7 onwards). While each attachment possesses its own specific format guidelines, the Qualification Statement narrative itself must not exceed 10 pages. Please observe that the attachments are not subject to the general 30-page submittal limit.

Attachments

Q41. Attachment C on page 25 of the RFQ states" Provide the information requested below as concisely as possible (no more than 30 pages)." Is this meant to include all the items requested on pages 7-8?

Answer: Please follow the organization guidelines provided in the Qualification Submittal Format on page 7. Attachments referenced in Section V(P) shall be integrated into the main body of the submission. Each attachment maintains its own specific format guidelines; however, the Qualification Statement narrative must not exceed 10 pages. The attachments are exempt from the general 30-page submittal limit.

Proposal

Q42. Please confirm whether we are to use the content requirements in Attachment 1C - Qualification Statement or use the content requested Qualification Submittal Format items starting on page 7 as the format for our response.

Answer: The requirements outlined in Attachment 1C – Qualification Statement must be addressed fully. This content should be combined with all other information requested in Section 4: Qualification, Experience, Capabilities, and Resources of the Qualification Submittal Format.

Item 2, page 10: Current and projected workload

Q43. Our firm has a large breadth and depth of projects from across the state and the country. For our current and projected workload, can we focus our response to projects in and around the DFW metroplex?

Answer: Yes, focusing your response on projects in and around the DFW metroplex is acceptable. Given your firm's extensive project history, highlighting experience that is geographically relevant to this solicitation will help the evaluation committee assess your capabilities effectively.

Written Letters of Reference/Attachment 1F

Q44. On page 7 of 30 of the RFQ under III. Qualifications it states "Minimum of four (4) written letters of reference outlining the role as an Owner's Representative with scope similar as Dallas County projects within the last five years." Is this requirement go along with Attachment 1F - Past Performance Information that gets sent to our clients? Or is the written letters ADDITIONAL to Attachment 1F? If Attachment 1F is additional, is there a number requirement for how many Attachment 1F's you receive?

Answer: Firms are required to utilize the standardized Attachment 1F – Past Performance Information forms for all four (4) minimum written letters of reference. These completed forms shall be incorporated into Section 4: Qualification, Experience, Capabilities, and Resources, as outlined in the Qualification Submittal Format detailed in Section V of the solicitation.

Risk Assessment Plan

Q45. On pages 26 through 28 of the RFQ is the Risk Assessment Plan. Do you want these exact forms inserted into our response? Or can we copy and paste the text formatting into our response?

Answer: Yes, please use the exact Risk Assessment Plan forms provided within the solicitation. You must insert these completed forms into your response submission in the designated location.

Pre-Qualification Meeting

Q46. Hello. Is there an RSVP for attendance the pre-qualification meeting on November 18th? I, along with Jonathan Staiger, from BBL Building Co (BBLbc, LLC) will be in attendance. Thank you.

Answer: Addressed in Addendum 2.

To be considered for award, the qualification response must be submitted by December 18, 2025 at 2:00 p.m. (CST). Responses shall be submitted electronically through Bidnet, the County's online public solicitation platform <https://www.bidnetdirect.com/texas/dallas-county>. Although the County prefers submissions in electronic form, a respondent may elect to submit their qualifications in hard copy. To submit in hard copy, the vendor may deliver or ship to: Dallas County Purchasing Department, Records Building 500 Elm Street, Suite 5500, Dallas, Texas 75202. When submitting a response in hard copy, the County requires two (2) duplicate hardcopies (one original and one copy) to be submitted.

Answer:

Whereas,

All other specifications of the original qualifications remain the same.

Except as provided herein/above, all other specification requirements of the original solicitation referenced shall remain unchanged in full force and effect. This addendum should be signed and returned with your Solicitation package on or before 12/18/2025, @ 2 PM (CST).