



Date: December 12, 2025

To: All Vendors

Subject: Addendum #1

REFERENCE: Q012-26 RFQ for Professional Engineering Services for Water and Wastewater Projects

This Addendum forms part of the contract and clarifies, corrects or modifies original RFQ document.

Question 1: Is there any consideration to extend the deadline?

Answer 1: Unfortunately, there is no consideration to extend the deadline.

Question 2: Is there any consideration to make this an electronic submittal?

Answer 2: BPUB will accept electronic and/or sealed responses. Electronic responses will only be accepted via BidNet. BPUB utilizes the Texas Purchasing Group to post Request for Proposal (RFP/RFQ) and bid opportunities. Registration is available at [registering on Bidnet Direct's Texas Purchasing Group](#), if you haven't already registered.

Question 3: The RFQ states that an "original signature" must appear on the Letter of Interest. Could you please confirm whether a wet-ink signature is required, and whether this requirement applies only to the Letter of Interest or also to the other required forms? Additionally, please confirm whether electronic/digital signatures are acceptable on the remaining forms.

Answer 3: Original signature can be a "scanned" wet-signature (preferably scanned in color – blue) and is only required on the Letter of Interest. Electronic signatures will be acceptable on the remaining forms.

Question 4: The RFQ requires submission of the Previous Customer Reference Worksheet. Please confirm how many customer references you would like us to provide with our SOQ.

Answer 4: A minimum of three (3) and a maximum of ten (10) customer references should be included in the SOQ. These can be grouped and tabbed in the back of SOQ.

Question 5: Regarding Section 1 of the SOQ Response Format: Should our response strictly follow the eight major scope categories listed in Section 1 (A–H), or should we instead structure our response according to the evaluation scoring categories outlined in Section 5?

Answer 5: It is recommended to follow the eight major scope categories and also include the QA/QC scoring category.

Question 6: Project Examples: Section 3K mentions limits on the number of examples (up to 10), but it does not specify the exact number required. Could you please confirm how many project examples we are expected to include?

Answer 6: It is recommended to include from one (1) to up to ten (10) examples of projects as long as the overall maximum sheet count is met.

Question 7: Customer Reference Forms: How many previous client references need to be submitted along with the RFQ response?

Answer 7: A minimum of three (3) and a maximum of ten (10) customer references should be included in the SOQ. These can be grouped and tabbed in the back of SOQ.

Question 8: Could answers be provided in advance of the 19th in consideration of the holidays?

Answer 8: Yes

Question 9: Please confirm BPUB office open dates for the holidays in preparation to ship/receive our proposal.

Answer 9: BPUB offices will be open with the following exception:

December 24th after 2:00 pm (skeleton crews only)

December 25th and 26th – Closed

December 30th – Open 8:00 AM – 5:00 PM

Question 10: Please confirm whether required forms are counted in the page limits.

Answer 10: Required forms do NOT count for page limits.

Question 11: How many reference worksheets would you like to see completed?

Answer 11: A minimum of three (3) and a maximum of ten (10) customer references should be included in the SOQ. These can be grouped and tabbed in the back of SOQ.

Question 12: How many references does BPUB want firms to include in their submittal?

Answer 12: See answer to question 11.

Question 13: What should the package/envelope say? In the RFQ, two different package markings are requested: " Please mark on the outside of the envelope and on any carrier's envelope: 'RFQ FOR PROFESSIONAL ENGINEERING SERVICES FOR WATER AND WASTEWATER PROJECTS", Q012-26, December 30, 2025, 5:00 PM'" and (in a different section) " Please submit SOQ in a sealed envelope marked 'Q012-26 BPUB Professional Engineering Services for Water and Wastewater Projects December 30, 2025, 5:00 PM.'"

Answer 13: Either marking is acceptable, as long as it mentions the RFQ number/name.

Question 14: In Section 3 for firm capacity, what would BPUB like to see to answer the requirements?

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Answer 14: On Section 4, Subsection 3, the sentence “Firms will be evaluated as to their “capacity” to undertake projects, etc., basically means firms will be evaluated as to what they’re “able-to” produce, or what “capabilities” the firms have.

Question 15: Could we get clarity from the Brownsville PUB on what they consider to be an irregularity or if they can provide examples of what they have considered to fall into those categories in the past?

Answer 15: Irregularity examples that may affect Firm’s qualifications could be things such as not being authorized to do business in the State of Texas; not meeting submission requirements, not completing required forms, and/or debarment, etc.

Question 16: May the Brownsville PUB share the name(s) of the incumbent firm(s) for the instant services, if any?

Answer 16: There are currently no incumbent firm(s) for “instant services”.

Question 17: Do we need to provide a redline copy of our requested revisions to the attached Sample Agreement that align with the previously negotiated revisions with the Board alongside our SOQ?

Answer 17: Any deviations from the Sample Agreement that was attached should be redlined with the RFQ response.

Question 18: Will your office/receiving area be closed on which days around the holidays given we're trying to make sure it gets there on time?

Answer 18: See response to answer 9 above.

Question 19: Need clarification for Sections 3.2B and 4. Does Brownsville PUB expect consultants to submit for all tasks. Are we allowed to NR (no response) for some tasks listed in section 4 (A-H)?

Answer 19: You are allowed to provide NR (no response) for any section of the Statement of Qualifications.

Question 20: Would BPUB consider allowing a digital signature in place of originals, so long as one of the hardcopies is labeled “original”?

Answer 20: See answer to question 3 above.

The signature of the company agent, for the acknowledgement of this addendum, shall be required. **Complete information below and return via e-mail to: dsolitaire@brownsville-pub.com**.

I hereby acknowledge receipt of this addendum.

Company: _____

Agent Name: _____

Agent Signature: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number: _____ **E-mail address:** _____

If you have any further questions about the RFQ, call 956-983-6366.

BY: *Diane Solitaire*
Purchasing Department