

## ADDENDUM #1

September 15, 2016

TO: ALL PLAN HOLDERS

FOR: RFQ-026-2016  
CIVIL ENGINEER/ ENVIRONMENTAL ENGINEERING SERVICES

The purpose of addendum #1 is to answer questions and to provide clarification.

**Contractor must acknowledge receipt of all addenda with your response on the form provided herein.**

1. RFQ states on page 3 – “requesting qualifications for small projects within the City”.
  - a) Please define “small projects”  
**There are no small projects defined at this time.**
2. Assuming RFQ format is outlined on Pages 4 & 5.
  - a) Is there a page limit?  
**No.**
  - b) Is there a preference for single or double sided pages?  
**Single.**
  - c) If so, does page count include covers, tabs, and exhibits to include all signed forms?  
**There is no page limit set.**
3. There are three (3) firms currently under contract as outlined on page 4.
  - a) Is the contact expiration date for these firms actually 2/19/2019 or is this a typo?  
**Yes, that is the correct expiration date of their contracts.**
  - b) If not, is this RFQ to add additional firms or is this a separate contract?  
**This is for additional separate basic contracts.**
  - c) If separate, what contract are the three (3) firms current contracted under?  
**We have 3 basic contracts with 3 firms. Individual contracts are issued with each task assignment.**
4. If submitting as a joint venture, partnership, or teaming agreement with outside professional services:
  - a) Do we need to identify the firms in our submittal?  
**Yes.**
  - b) Do we include project references for the aforementioned?  
**Yes.**
  - c) Do we have the aforementioned sign and include all forms as enclosed on pages 6 through 13 of the RFQ?  
**No.**
  - d) Do the teaming agreements need to be exclusive?  
**Yes.**

5. Who will be reviewing the submittals?  
**The Evaluation Committee has not been finalized.**
6. Can you please clarify and/or provide project examples for regional sand management as it relates to Number 8 in the Scope of Services located on page 4 of the solicitation?  
**Repairs to levees and/or lakes.**
7. On Page 3, there is a listing of 10 main services, and on page 4 it says “*Statement of relevant experience.... References from at least 5 projects*”  
My question is Do you need min. 5 project profiles or references from 5 agencies?  
2. If a firm in our team covers more than 1 of the main services cited in (1) above. DO you still need 5 for each service (project or agency)?  
**We need 5 references from each firm that is included in your response.**
8. Could an association of several firms and/or individuals (agreed to pursue) to make a submission?  
**An engineering association may submit, but your response must include each firm’s qualifications.**

No. 1 Dated \_\_\_\_\_

Signature: \_\_\_\_\_

**THIS FORM MUST BE INCLUDED WITH RESPONSE**