

# Addendum #1



## Project Information

**Project Name:** As Needed Services for Planning, Environmental and Design

**RFQ Number:** F23-11-086

**Date:** November 28, 2023

**Project Manager:** Bhooshan Karnik

## Addendum Questions

**Question #1** Please confirm if all subconsultants are required to be registered with SAM.gov?

**Answer** Yes.

**Question #2** Please clarify your definition of our "last 5 relevant projects"?

**Answer** These can be any 5 projects the key personnel in the firm submitting as prime (or projects by the firm with a majority of the personnel listed in the SOQ) were involved in in the last 5 years.

**Question #3** Are we able to provide more than 5 relevant projects?

**Answer** Yes. Subject to the page limits.


**Question #4** Please provide detailed information to clarify how you would like Exhibit 5 to be filled out.

**Answer** For each work type listed, please enter the years of experience the Prime's key personnel have in the respective work type, with a checkmark in the Prime Column. If the Prime proposes to use a sub-consultant to perform a particular work type, place a checkmark in the Sub-consultants column. Please note, since, this is a request for qualifications, the SOQs will be reviewed and scored based on primarily the qualifications of the prime consultant personnel and their experience.

**Question #5** Is the Years of Experience (Prime Only), the years of experience for the firm or the cumulative experience of the proposed personnel?

**Answer** The SOQ will be reviewed and scored based on the experience and qualifications of the proposed personnel. The SOQ should specify how the years of experience have been listed in Exhibit 5.

**Question #6** What type of information would you like in the Prime column and the Sub-Consultant column? Just a checkmark or some other information?

<b>Answer</b>	Answered above.
<b>Question #7</b>	On page 13, the criterion are numbered 1, 2, 4, and 5. Was criterion 3 intentionally left off?
<b>Answer</b>	This was an error. There are 4 criteria that the SOQ will be reviewed. The SOQs will be reviewed and scored per the Table in Section VI. A.
<b>Question #8</b>	Why are there two columns for the Prime Consultant in Exhibit 5?
<b>Answer</b>	Answered above.
<b>Question #9</b>	What response are you looking for when asking for "Years of Experience" in Exhibit 5? Is this for years of experience for the entire firm that has provided these services, or individuals who will be working on the tasks listed in our proposal?
<b>Answer</b>	Answered above.
<b>Question #10</b>	Can you please provide a copy of the terms and conditions/sample contract referenced in the RFQ?
<b>Answer</b>	 <a href="#">COG Professional Services Contract_v5.doc</a>
<b>Question #11</b>	Please provide Exhibit 2, a sample copy of the contract for us to review.
<b>Answer</b>	Answered above.
<b>Question #12</b>	Evaluation Criterion #3 appears to be missing from page 13. Can you confirm there are only 4 criteria?
<b>Answer</b>	Answered above.
<b>Question #13</b>	Under Section F, it notes to show reimbursable expense breakdown. Section VI B does not mention reimbursable expenses. Can you please clarify if these are needed, and if so, what would you anticipate be included for reimbursable expenses?
<b>Answer</b>	Reimbursable expenses are expenses that are incurred as direct expenses on a project. These will depend on how each firm does their overheads, but typically consist of mileage, air travel, hotel stay, per diems, printing and postage, etc. The intent of the language in the RFQ is to clarify that there will be no markup paid by the City on any subconsultant invoices and reimbursable/direct expenses that are incurred by the consultant which are not considered professional services.
<b>Question #14</b>	Can you please clarify if Exhibits 1 and 4 (the Qualification Acknowledgement and Debarment forms) are excluded from the overall defined 25-page limit?
<b>Answer</b>	Exhibits required by the RFQ are not part of the page limit.
<b>Question #15</b>	Do the allowed four (4) 11 x 17-inch pages count as one or two pages towards the total page count?

<b>Answer</b>	Each 11x17 will be considered equivalent to 2 pages towards the page limit.
<b>Question #16</b>	Are the following required forms included in the total page count? o Exhibit 1 – Qualification Acknowledgement o Exhibit 3 – Sample Certificate of Insurance o Exhibit 4 – Debarment/Suspension Certification Statement
<b>Answer</b>	Answered above.
<b>Question #17</b>	Evaluation #3 is missing. Is that intentional?
<b>Answer</b>	Answered above.
<b>Question #18</b>	Section 1. C. sentence correction
<b>Answer</b>	The City periodically administers <del>minor</del> Capital Improvement Projects.
<b>Question #19</b>	Section V. F, Clarification in date.
<b>Answer</b>	The billing rates shall be valid for at least until December <b>31</b> , 2024.