



December 13, 2021

**Addendum #1**

**RFP # 21-019**

**On-Call Engineering Services**

**\*\*\* FOR RELEASE \*\*\***

**NOTE: DUE DATE EXTENDED**

**JANUARY 6, 2022 – 2:00 PM**

**Questions and Clarifications**

1. Schedule A asks that we submit information on all owners. Do you want just the firm principals...who are the major owners, or do you want all staff who might own a few shares?

A: **Just principal owners is fine with a note as appropriate.**

2. If a firm is a subsidiary or partially owned by a third party (maintains their name but is controlled by a different company) should the firm list that outside ownership structure? This doesn't apply to us, but we're aware of several firms that are now owned/managed wholly or in part by larger corporations, but maintain a familiar brand here in our area.

A: **More information than less is helpful. So, outside ownership with local reference (dba I would assume) is a good suggestion.**

3. We specialize and are interested in many of the services outlined, but don't provide one of the services requested. We have seen examples where cities have various firms on-call, but then award work based on the firm's specialties. If firms don't provide all the services outlined, will they still be considered for on-call award for the services in which they specialize?

A: **The City anticipates accepting multiple proposals and task order out based on specialized focal markets.**

4. With the holidays and short turn around time, will the due date be extended?

A: **Due date extended to Thursday, January 6 by 2PM.**

5. Does the submitting firm need to be able to provide all of the services listed under Project Understanding on page 1-2 in-house?

A: No, we anticipate accepting proposals from multiple firms and task order out to those that specialize in work appropriate to the project.

a. If no, are subconsultants allowed?

A: Not excluded, but also not preferred.

b. Can a company be the prime and subconsultant on another team?

A: Not excluded, but also not preferred.

6. Submittal Copies on page 4 and page 6 differ – can you confirm the number of original submittal copies required:

A: 1 unbound ORIGINAL, 1 PDF on flash drive, 3 bound ORIGINAL copies. My description is cumbersome, but we want 1 unbound original, 1 electronic (.pdf) copy on USB drive, and (3) printed/bound copies.

7. Is the price proposal to be submitted in a separate sealed envelope?

A: Seal and submit (1) one rate sheet in a separate sealed envelope.

8. For large corporations, what resumes should we provide for Schedule A – Business Owners? Would the resumes of group/branch managers who oversee relevant divisions of the corporation be sufficient? Or should this be one authorized representative for each firm?

A: Simple is better...a representative for each would be sufficient.

9. Schedule C requests projects that have been completed. Can we submit a project where the design has been completed, but not the construction?

A: Completed construction does test out the design's constructability and is a good measure of that characteristic. I would stick with completed construction in this list.

10. Should we include any sub-consultant firms that we could potentially be partnering with to deliver the potential projects that may arise from this contract (i.e. environmental, geotechnical, surveying, architecture, etc.)? If yes, should we include the business owners of these firms on Schedule A?

A: Not at this time.

11. We are an employee owned firm. For Schedule A, instead of listing every employee owner, can we simply list the owners that are listed with the Secretary of State?

A: Yes, or just principals.

12. Can the City elaborate or provide any additional information on what we should include in the "QA/QC - Plan Checks" section?

A: Describe any processes that are used to provide internal conflict review prior to plans/documents going out the door.

13. In order to fit all of the required information in each of the provided "Schedule" tables, can we recreate these tables to assist us with our formatting, while keeping the same columns and providing the same information?

A: Yes.

14. We do not have architecture services in-house. We provide site development engineering services for sites that included public buildings. How would you recommend we complete Schedule I?

A: This can be left to be determined for each project or at the discretion of the client if you prefer or list some you have worked with in the past.

15. Are we able to include 11x17 sheets?

A: No.

**END OF ADDENDUM #1 – 21-019**