



ADDENDUM

SOLICITATION NO.: RFQ 2018-21 – General Continuing A&E Services

ADDENDUM NO. 3

DATE: 11/29/18

To All Prospective Proposers:

This addendum is issued to modify the previously issued solicitation documents and/or given for informational purposes, and is hereby made a part of the solicitation documents. Please attach this addendum to the documents in your possession. ***Per the RFP, the proposer shall acknowledge receipt of any and all addenda, if any, listing the Addenda by number(s) and date(s) in their RFP documents.***

Deadline for Proposals:

No Change in proposal due date

Specification Changes/Corrections:

N/A

Drawing Changes:

N/A

Clarifications:

N/A

Questions and Answers:

The following question(s) (shown in italicized text) were submitted by prospective proposer(s). The City's responses are presented here (shown in bold text). The submitters' names and email addresses have been removed due to privacy requirements.

1. *Pg. 34 / Item C / #4 – states “Clearly detail work specific to each discipline; past projects the primary firm has completed with the identified firm to show a working relationship exists.”*
Please clarify who the “identified firm” refers to.

The “identified firm” would be the sub-consultant firm(s) referenced in showing the discipline specific work done and relationships established.

2. *Pg. 35 / Item D / #3 – states “Projected workload of project management activities as defined in the scope of services.” Please clarify what is being asked for in this item. Being this is a continuing services contract, the scope of services is a list of general services that may be required, not a specific project.*

This is continuing A&E Services, and as per the scope, encompasses several disciplines. Although not project specific, the City still requests proposers to provide information that shows the prime agency will have adequate resources to commit when services are needed.

3. *In regards to RFQ 2018-21 Continuing Engineering Services – The Background Check Affidavit – do the background checks for the key staff have to be completed prior to this submittal date of 12/18/18, or will they be requested to the firms that will be awarded this contract? If they have to be completed prior to this submittal, we assume that only the key staff members need to have completed background checks done (since this is a general services contract, it is difficult to assign every single staff member to this before any Work Order/Task Orders have been sent out – for instance: field staff, technical staff, etc.).*

Please refer to Addendum 2.

NAME OF COMPANY: _____