

**ADDENDUM ONE**  
**PROFESSIONAL SERVICES FOR ON-CALL BLANKET CONTRACTS**  
**For**  
**CONTINUING ON-CALL PROFESSIONAL SURVEYING SERVICES**  
**CONTRACT NO. E-17-002-901**  
**CITY OF CHATTANOOGA, TENNESSEE**

**The following changes shall be made to the Request For Qualifications:**

**I. Q&A**

Regarding the 25-page limit for the response to the Professional Surveying Services RFQ, it will be difficult to provide the required information, forms and copies of SF 330 Parts I and II (these tend to be 20-30 pages long) within that limit.

Q1. Would you consider revising the page limit?

**A1. Yes, to 40-pages. All pages comprising the paperwork for the SF 330 Parts I and II shall not count towards the 40-pages.**

Q2. Or may we include the following required additional forms and documentation in an appendix that does not count toward that page limit?

1. Project reference sheets using the Attachments A & B format from your RFQ. (3.2 C)
2. Proof of insurance (3.2 E)
3. Proof of Drug Free workplace program (3.2 F)
4. Iran Divestment Act form (3.2 G)
5. Documentation of firm's sound financial standing (3.5)

**A2. The above documents 2, 3, 4, and 5 will not count against the 40-page limit.**

Q3. Does a cover, cover letter and table of contents count toward the page limit?

**A3. The cover, cover letter and table of contents shall not count towards the 40-page limit.**

Q4. Section 2.1 – Can pages be double-sided print?

**A4. Yes, pages may be printed double sided.**

Q5. Sections 2.1 and 3.2.C - As it relates to page limitations, seventeen (17) categories with 3-5 project examples per category on the Attachment B form will exceed the 25 page limitation (if single-sided). Will the Attachment B sheets be excluded from the page count?

**A5. See answers A1, A2 and A3 above.**

Q6. Section 3.2.D - Also as it relates to page limitations, SF-330 Part I Section A-D; Section E (Resumes); Section F (Project Examples); Section G (Personnel Participation); Section H (Additional Information); and SF-0330 Part 2 could yield 111+ single-sided pages if following the 3-5 projects per

category approach and the instructions of the SF-330. Also, SF330 Part 1 contains information that is redundant to the information required by the QP (resumes, project examples, org chart, etc). Is it the intent that SF-330 be the primary format of the submittal? If not, will Sections E, F & G of Part 1 be excluded from the page count?

**A6. See answers A1, A2, and A3 above.**

Q7. Section 3.2.F. – Will a firm be disqualified or will points be taken away if a firm is not in the Tennessee "Drug Free Workplace" program? Also, will a firm be disqualified or will points be taken away if it has recently joined the Tennessee "Drug Free Workplace" program as a result of this RFQ?

**A7. The respondent shall be in compliance with item 32 of the City of Chattanooga Standard Agreement for Professional Services as specified below:**

**32. DRUG FREE WORKFORCE** Surveyor certifies that it will provide a drug-free workplace and agrees to comply with the applicable requirements of the Drug-Free Workplace Act of 1988.

Q8. Will tabs be excluded from the page count?

**A8. No, tabs are not included in the count.**

Q9. On Attachment 'B' there is no line space for Project Value (mentioned in RFP Section 3.2, paragraph C.), should we add a line for this information?

**A9. No. In Section 3.2.C change "project value" to "Cost of Services".**

Q10. Are the Attachment 'A' forms and all corresponding Attachment 'B' information forms included in the maximum 25-page limit for the submittal?

**A10. See answers A1, A2, and A3 above.**

Q11. If you are one of the Consultants chosen for the Professional Services On-Call Contract, and you are awarded a Contract/Project with a Services Value of more than \$10,000; will the Consultant be encouraged or required to hire minority and women owned sub-consultants as a percentage of the work force on the project?

**A11. See Section 2.7.4 as to the requirements of the City Affirmative Action Plan.**

Q12. Will there be public notification of Projects awarded for the Professional Services Contract?

**A12. Yes, once all the selected service providers have been notified.**

May 8, 2017

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/s/ Justin C Holland, Administrator  
City of Chattanooga  
Department of Public Works