

**ADDENDUM TWO
REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL SERVICES FOR
ON-CALL DESIGN AND PLAN PRODUCTION CONTRACT NO. S-18-005-201
CITY OF CHATTANOOGA, TENNESSEE**

The following changes shall be made to the Contract Documents, Specifications, and Drawings:

I. Contract Documents

Questions and Answers

Q: On page 13, Item 3.2 B. Project Team Members Experience: the statement requests that the consultant should provide “resumes of (3) key members...and all key technical personnel.” On page 22, Item 28, it states “Resumes of all personnel so identified should be included in Applicant’s proposal. Could you please clarify if the City would like the consultant to include: only **(3) resumes total**; resumes **for all key personnel**; or resumes **for all personnel** identified?”

A: 3 key staff members including Project Manager. These should be technical personnel that may significantly contribute to the finished product.

Q: On page 22, Item 28 there is mention of Financial Capacity Requirements and Insurance Requirements. Would the City like the consultant to provide proof in this area? If so, what are the requirements?

A: Financial Capacity Requirements are met with the List of Past Projects, Section 400 (2).

INSURANCE.

Contractor shall purchase and maintain during the life of this Agreement, insurance coverage which will satisfactorily insure Contractor against claims and liabilities which arise because of the execution of this Agreement, with the minimum insurance coverage as follows:

- a. Commercial General Liability Insurance, with a limit of \$1,000,000 for each occurrence and \$2,000,000 in the general aggregate.
- b. Automobile Liability Insurance, with a limit of \$1,000,000 for each accident, combined single limit for bodily injury and property damage.
- c. Worker’s Compensation Insurance and Employer’s Liability Insurance, in accordance with statutory requirements, with a limit of \$500,000 for each accident.
- d. Professional Liability Insurance, with a limit of \$1,000,000 for each claim and aggregate.

If any of the above cited policies expire during the life of this Agreement, it is the Contractor’s responsibility to forward renewal Certificates within ten (10) days after the

renewal date containing all the aforementioned insurance provisions. Certificates must specifically cite the following provisions:

- i. City of Chattanooga, its agents, representatives, officers, directors, officials and employees must be named an Additional Insured under the following policies:
 - a) Commercial General Liability
 - b) Auto Liability
- ii. Contractor's insurance must be primary insurance as respects performance of subject contract.
- iii. All policies, except Professional Liability Insurance, if applicable, waives rights of recovery (subrogation) against City of Chattanooga, its agents, representatives, officers, directors, officials and employees for any claims arising out of work or services performed by Contractor under this Agreement.

Prior to issuance of the Notice to Proceed by Owner, Engineer shall have on file with Owner certificates of insurance acceptable to Owner. Said certificates of insurance shall be filed with Owner in January of each year or may be submitted with each agreement. Upon completion of all Services, obligations, and duties provided for in this Agreement, or if this Agreement is terminated for any reason, the terms and conditions of this section shall survive.

Notwithstanding any other provision of the Agreement, Owner waives any claim against Engineer and, to the maximum extent permitted by law, agrees to defend, indemnify, and hold Engineer harmless from any claim, liability, and/or defense costs for injury or loss arising from Engineer's discovery of unanticipated hazardous materials or suspected hazardous materials, including, but not limited to, any costs created by delay of the project and any cost associated with possible reduction of the property value.

Q: We have a question regarding the number of resumes to submit. Under Section 3.2 B Qualifications and Experience it states to "provide resumes of the three key members including the Project Manager and all key technical personnel . . .". Is it just three resumes or all staff? Please clarify?

A: 3 key staff members including Project Manager. These should be technical personnel that may significantly contribute to the finished product.

Q: We have some questions regarding the Professional Services for On-Call Green Infrastructure Design Plan Production advertisement:

1. Section 3.2.A requests that we include any work for the City since July 1, 2014. Is this just for the prime consultant or the prime and each subconsultant?

A: Any RELATIVE design work on city projects since July 1, 2014 as Prime or Sub will be accepted.

2. Section 3.2.B asks that we provide three resumes, but Section 3.3.B.28 asks that we include resumes of all personnel. Can you clarify how many resumes need to be provided?

A: 3 three key members including the Project Manager, and with this being a technical contract, resumes of the 2 others involved should be skilled in design work and GI.

3. Section 3.2.C asks for previous project experience. Is there a minimum or maximum number of projects you would like included?

A: We are most concerned with quality/specific type of design work and not quantity of design projects, submit the most closely related design projects with no minimum or maximum. Please also include permits attained for those projects.

Q: On your RFQ-Professional Services for On-Call Green Infrastructure Design Plan Production Contract #S-18-005-201 is the form entitled "Section 00486 Drug-Free Workplace Affidavit of Prime Bidder" to be signed by the Engineer? This is not a bidding project.

A: It should be signed by the responsible authority figure of the submitting office.

Q: Section 3 of the response is to include a proposed scope of work. RFQ 3.3.A provides a general scope of work and RFQ 3.3.B lists a specific scope of work. I just want to verify that we are to provide in Section 3 of the response a single comprehensive project approach that's takes into consideration the general intent and specific items mentioned in 3.3.A and 3.3.B, respectively.

A: Yes.

Q: The RFQ requires 11 paper copies and an electronic copy in Word format. Will the City accept a pdf file instead of Word?

A: .pdf is preferred over Word

Q: Which of the following instructions is correct?

- 3.2 on page 13 of the RFQ instructs us to provide resumes of the three (3) key members Consultant/Contractor's project team including the project manager and all key technical personnel that are to be used for the On-Call Design and Plan Production or similar survey and analysis projects as applicable to the SOQ.
- 3.3 B. #28 on page 22 of the RFQ under the Specific Scope of Work states "Resumes of all personnel so identified should be included in Applicant's proposal."

A: 3 three key members including the Project Manager, and with this being a technical contract, resumes of the 2 others involved should be skilled in design work and GI.

Q: Section 3.3 is broken out into two parts. In part B. Specific Scope of Work item 6 on page 15, it states “the scope of work outlined below is included to assist the Respondent in identifying the types of services the Department anticipates it may need.” Are the subsequent items, 7-29, pages 15 through 23 provided for information only, or are we expected to provide any requested information in our current proposals?

A: The subsequent items are provided as an example of possible scope items, all or some of which may be required on a specific project. The intent is for submitters to provide information indicating their firm is experienced in these items, but may be generalized (eg. attaining the City’s Land Disturbing Permit demonstrates experience in many of the scope items listed).

Q: Can the City clarify what is intended by the statement in the RFQ: “Applicants who are eligible to submit proposals in response to this RFQ include: private non-profit organizations and institutions, for-profit organizations, and educational institutions.”

Is this what the City is wanting in proposals received?

A: The City is requesting proposals from non-profits, educational institutions and for-profit organizations (ie. engineering firms).

Q: Is it possible to extend the scheduled submittal date for this Statement of Qualifications by 2 weeks? Since the SOQ contains such a broad range of experience, background, qualifications, etc.; it is taking additional time.

A: This has been done via addendum one, pushing out the submission until October 18th.

Q: Do you also plan to revise the date the responses are due?

A: This has been done via addendum one, pushing out the submission until October 18th.

October 4, 2019

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