

“City of Havelock  
Request for Engineering Service Qualifications: Woodhaven Drive”  
Addendum 4  
August 30, 2019

The bid opening and question deadline have been extended.

Bids will be accepted until **2:00 PM (EST) on Wednesday, September 18, 2019** at which time they will be reviewed in the office of the City Finance Director.

Questions must be received by **2:00 PM (EST) on Friday, September 9, 2019**. If questions are received, the City will respond no later than **12:00 PM (EST) on Wednesday, September 11, 2019**.

Questions Received

Pages 2 & 8 - The announcement states that submission shall be "one (1) unbound copy, three (3) bound copies, and one (1) electronic copy". However, Page 5 request a total of five (5) copies. Please confirm what you desire to receive.

**Total of 5 "one (1) unbound copy, three (3) bound copies, and one (1) electronic copy"**

Page 6 - Item #1 requests an "organizational chart" of the company. Will a table identifying the # of engineers versus surveyors, draftsmen, etc. be sufficient?

**Yes**

Page 6 - Item #4. We can answer this with a simple one sentence as we are generally the "prime engineer on 99% of projects". Are you looking for anything more? Assuming a fairly simple response will suffice, while staying "in order" as requested at the top of page #6, can we combine items #4 and #5 to save pages/paper?

**Prime engineer is acceptable. Information must be addressed in the order listed on the RFQ.**

Page 6 - Item #7 requests current company workload. Our company with 40+ employees has many projects managed by many project managers. Will the Project Manager's project workload summary suffice?

**Yes**

Page 6 - Item #10 appears to request the same information as item #6d. Please confirm that a separate list is also requested.

**Yes, include a separate list of references. Include name, title, company or agency, and telephone number for each reference.**

Page 7 - Item #12 requires the fee schedule be submitted in a separate sealed envelope. Should the fee schedule also be included in the electronic copy of response discussed in comment #1 above? If yes, as a separate electronic file?

**A separate electronic file to be included in the sealed envelope with fee schedule.**

The attached inspection report of the existing culverts stated that "repair recommendations are provided at the end of this report". However, the Addendum #2 document concludes without the recommendations. Was there more in the inspection report that was not included with the addendum?

**See addendum 3**

follow-up to my question #4 below, I can also do a "capacity" graph, illustrating approximate percentage of committed versus available time on a company wide basis. That may be more appropriate to address the "company workload". What do you think?

**Prime's PM workload sufficient, no graph necessary**