



ADDENDUM No. 1

Moccasin Bend Connector (Manufacturers Road & Hamm Road) CONTRACT NUMBER T-15-010

- 1. Comment/Question:** Below are the sections from the RFQ that have conflicting due dates for the Qualifications Package (QP) if we are shortlisted.
- Response:** Please see the revised schedule with clarification below
- 2. Comment/Question:** I would also like to confirm that all you want is a Letter of Interest on August 17th by 4:00 p.m.
- Response:** Yes, all letters of interest should be in by August 17th at 4:00 pm.
- 3. Comment/Question:** I'd like to request a clarification of the dates and submittals for the above-named RFP.
Section 2.0 states that a Letter of Interest is due 8/17/18. Section 2.1 states that a Qualifications Package is due 9/7/18. Section 2.4 states that RFQ packages are due 8/31/18.
Can you clarify the submittal dates for the letter and the final qualifications package?
- Response:** Please see the revised schedule with clarification below
- 4. Comment/Question:** August 17th @ 4PM – Submit Letter of Interest
What should be included in the LOI? Is this a simple “yes we are interested” one page letter?
- Response:** **The Letters of Interest should include the following:**
"...submit letters of interest with firm contact information including name, address, and email of primary contact. Letters of interest shall also include: 1.) Experience working with TDOT Local Programs 2.) Projected timeline for completion of the design."

- 5. Comment/Question:** August 22nd @ 12PM – Additional Requests for Information due
This is the Wednesday after the LOIs are due. Will the shortlist take place that quickly so we can review and ask questions regarding the QP?
- Response:** Please see the revised schedule with clarification below
- 6. Comment/Question:** August 24th – Deadline for City to answer questions
August 31st @ 12PM – RFQ package submittals due to the City
We are not sure what this is referencing. The RFQ is to solicit QPs (Qualification Packages) which are due September 7th.
- Response:** Please see the revised schedule with clarification below
- 7. Comment/Question:** September 7th @ 4:30PM – QPs due
This is the only date that shows up on the website – is this the correct date for when the QPs are due?
- Response:** Only the firms that make the shortlist will submit a RFQ based on the revised schedule below.
- 8. Comment/Question:** Is there a limit to the number of pages for the Letter of Interest?
- Response:** There is no limit, but a one page summary will be fine.
- 9. Comment/Question:** Is there a specific format for the letter?
- Response:** There is no specific format for the letter.
- 10. Comment/Question:** What are the factors that will measure a consultant teams selection to go to the QP submittal?
- Response:** The factors that will be the consultant’s experience working with TDOT Local Programs and projected timeline for completion.

Revised Schedule with Clarification:

Phase I:

*Letters of Interest: Please include the information in our Response to Question/Comment #4:
August 17, 2018

Phase II:

*Short List: CDOT will review all LOI and decide on 3 or more consultants to submit a full RFQ to the city’s purchasing department
August 24, 2018

*RFI: Consultants who make the short list can submit questions and/or comments to the city’s purchasing department
August 31, 2018

- *Addenda: CDOT will review all questions/comments from the shortlisted consultants and answer them in writing **September 5, 2018**
- *RFQ Due: All RFQs from the shortlisted consultants should be submitted to the city's purchasing department by **September 14, 2018**
- *Selection: CDOT will select the chosen consultant **September 21, 2018**

The No Contact/No Advocacy Affidavit form was omitted from the RFQ, but has been included in this addendum. See below.

No Contact/No Advocacy Affidavit

City of Chattanooga
Purchasing Division

For Submission with Sealed RFP or RFQ Responses:

State of _____

County of _____

_____ (agent name), being first duly sworn, deposes and says that:

(1) He/She is the owner, partner, officer, representative, or agent of _____
_____ (business name), the Submitter of the attached sealed solicitation
response to Solicitation # _____;

(2) _____ (agent name) swears or affirms that the Submitter
has taken notice, and will abide by the following No Contact and No Advocacy clauses:

NO CONTACT POLICY: After the posting of this solicitation, a potential submitter is prohibited from directly or indirectly contacting any City of Chattanooga representative concerning the subject matter of this solicitation, unless such contact is made with the Purchasing Division.

NO ADVOCATING POLICY: To ensure the integrity of the review and evaluation process, companies and/or individuals submitting sealed solicitation responses, as well as those persons and/or companies formally/informally representing such submitters, may not directly or indirectly lobby or advocate to any City of Chattanooga representative.

Any business entity and/or individual that does not comply with the No Contact and No Advocating policies may be subject to the rejection or disqualification of its solicitation response from consideration.

Submitter Signature: _____

Printed Name: _____

Title: _____

Subscribed and sworn to before me this _____ day of _____, 2_____.

Notary Public: _____

My commission expires: _____