

## ADDENDUM NO. 2

**DATE:** July 18, 2018

**TO:** All Potential Qualifiers

**FROM:** Penny Owens, Assistant Purchasing Agent, City of Knoxville

**SUBJECT:** Addendum No. 2 – RFQ for Owner’s Representative for Public Safety Complex Project

**RFPS TO BE OPENED:** July 26, 2018 at 11:00:00 a.m. (Eastern Time)

This addendum is being published to address the following questions received regarding the above referenced RFQ. This addendum becomes a part of the contract documents and modifies the original specifications as noted.

**Question #1:** DBE Program. Does the companies need to be certificated with the City of Knoxville? If so what is the process for certification?

Response: No, the City does not certify DBEs. Please see the DBE Program form for the DBE definitions.

**Question #2:** Fire Department. What is the scope for this department? Is the scope for an administration building only?

Response: Yes, administration only.

**Question #3:** Licensed professional firms. For and Owner's Representative what licensed professional is required?

Response: None. This would apply to those professional services firms required to be licensed by the State of Tennessee that are hired by the Owner’s Representative.

**Question #4:** Will the owners rep contract and the eventual architectural firm selected contract for the Public Safety Complex be with the City of Knoxville or PBA?

Response: The Owner’s Representative and architectural contracts will be with the City of Knoxville.

**Question #5:** In reviewing the Submission Forms for the above RFQ, I notice that pursuant to the City of Knoxville’s Diversity Business Definitions, our company (as the prime contractor) actually qualifies as a Small Business. Since there is not a form for the prime contractor to indicate this information to the City of Knoxville, should this simply be mentioned in a cover letter?

Response: Yes, please include Diversity Business status in a cover letter.

**Question #6:** It appears from reading the RFQ and Evaluation Criteria that you are not asking for a fee at this time for the services. However, the DBE program form that is required to be submitted with the RFQ includes a place for amount of bid, estimated amount of subcontracted services, and the \$ amount allocated for the specific DBEs.

- a. Please advise if a bid amount is required in the response to the RFQ.
- b. If a bid amount is not required, please confirm these areas can be left blank on the DBE program form.
- c. If a bid amount is required, please advise if there is additional information describing the size of facility, anticipated budget, anticipated timeframe, etc. other than what is included in the attached RFQ.

Response: No, we are not asking for a fee at this time. The areas on the DBE Program Form may be left blank or you may enter a percentage of work that you anticipate to have completed by a DBE.

**Question #7:** In the attached RFQ there is a form titled "Licensure Affidavit of Prime Qualifier", but this form is not listed as one of the forms asked to be included in the response in the Evaluation Criteria section. Should this form also be included with the response or is this a form that will be executed further into the process?

Response: Yes. Section 7.3 (3) Submissions Forms is hereby deleted and replaced with the following:

### 3. Submission Forms:

- A. Form S-1
- B. Form S-2
- C. Non-Collusion Affidavit
- D. Iran Divestment Act Certification of Noninclusion
- E. Diversity Business Enterprise Program form
- F. Licensure Affidavit of Prime Qualifier

**Question #8:** Regarding Form (S-2), should we include a list of all current projects as the form title states or only those current projects managed by the team that will be assigned to this project?

Response: Please provide a list of only those current projects managed by the team that will be assigned to this project.

**Question #9:** Can the electronic copy be submitted on a USB drive (thumb drive) instead of a CD?

Response: Yes, a USB drive is acceptable for the electronic copy.

**Question #10:** Do all eight copies need to be submitted unbound?

Response: Yes.

**END OF ADDENDUM 2**