

**ADDENDUM NUMBER ONE**  
**PROFESSIONAL SERVICES FOR**  
**CONTINUING ON-CALL MECHANICAL ELECTRICAL PLUMBING ENGINEERING SERVICES**

**FOR THE CITY OF CHATTANOOGA, TENNESSEE**  
**Contract Number E-018-009-101**

**Questions & Answers**

**Q1. In Section 2.0 INSTRUCTIONS FOR RFQ**

- States "All responses to the RFQ, in the form of A Letter of Interest (LOI) and a Qualification Package (QP)"

The rest of the RFQ only refers to a QP, and not an LOI. Is the LOI considered to be the cover letter included as part of the overall QP package, or is it supposed to be a separate document? If so, are there parameters for what should be included in an LOI?

**A1. Yes, the LOI is considered to be the cover letter submitted with the QP package.**

**Q2. In Section 3.0 QUALIFICATION PACKAGE CONTENTS**

- 3.2, part D (page 11) states "A copy of a Standard Form 330, Architect-Engineering Qualifications, Part I & II" should be included.

Does this document count toward the overall 25-page limit for the QP?

**A2. Disregard 3.2, part D**

**Q3. In Section 3.0 QUALIFICATION PACKAGE CONTENT**

If this document is included, do you also want staff resumes and project experience to be detailed in the form, even though a staff resumes and previous experience for similar projects will already be included in 3.2, parts B & C?

**A3. Provide staff resumes and project experience in 3.2, part B & C.**

**Q4. In Section 3.0 QUALIFICATION PACKAGE CONTENT**

- Please confirm that 3.4, 3.5, 3.6, 3.7 and 3.8 are for the consultant's reference only, and do not indicate required sections under the PROPOSAL SCOPES OF WORK Tab as part of the consultant's QP.

**A4. Yes, 3.4, 3.6, 3.7, and 3.8 are information related to the terms of conditions for the Continuing On-Call Professional Service contracts to be established by this RFQ. For 3.5 see below**

**Q5. In Section 3.0 QUALIFICATION PACKAGE CONTENT**

- 3.5 (page 12) specifies that the "Consultant shall provide documentation that the firm is of sound financial standing and has the financial ability to work in the capacity of Continuing On-Call Professional Mechanical Electrical Plumbing Engineering Services."

Is this to be submitted as part of our QP?

**A5a. On 3.5 a financial document shall be provided to show the firm's financial ability.**

If it should be submitted as part of the QP, does it count toward the 25 page limit for the package?

**A5b. Yes, it does count as one of the 25 pages.**

**Q6. Will a monthly stipend be offered for the continuing on call services, or compensation only for projects as they are assigned?**

**A6. Compensation for projects as they are assigned.**

**Additional Documents**

**In Section 3.2, part G, Consultant shall provide the attached form, Chapter No. 817 (HB0261/SB0377). "Iran Divestment Act" enacted, Section 00417-1, with the executed signatures. Document previously omitted from original package.**

September 6, 2018

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

Chapter No. 817 (HB0261/SB0377). "Iran Divestment Act" enacted.  
Vendor Disclosure and Acknowledgement

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12-12-106.

(SIGNED) \_\_\_\_\_

(PRINTED NAME) \_\_\_\_\_

(BUSINESS NAME) \_\_\_\_\_

(DATE) \_\_\_\_\_