



ADDENDUM NO. 1

Issue Date: March 18, 2024
Project Name: Integrated Water Master Plan
RFQ Number: 2024039
RFQ Opening Date: **April 2, 2024**

This addendum is being released to answer questions received to date. Duplicate questions may not receive a direct response. The information and documents contained in this addendum are hereby incorporated in the RFQ. This addendum must be acknowledged where indicated on the firm information form, or the RFQ may be declared non-responsive.

Questions and Answers

1. **Regarding project references, would the County consider allowing respondents to use references from ongoing projects?**
Preference is for completed projects, but if you have not completed any, then you may use references for ongoing work.
2. **Are tabs and covers allowed and, if so, do they count towards the page limits of their respective sections?**
Tabs are not necessary, due to the small page limits in each section, especially if the content is double-sided. Tabs and covers may not be used to provide supplemental data. Tabs and covers will be allowed and will not be added towards the page count of their respective sections, unless there is written content beyond the RFQ name and title, firm name and address, and the tab or SOQ title on them. Page counts for sections with data/text on the tabs will begin on the front of the tab. Supplemental Data presented on either cover will result in the cover(s) being removed, at minimum.
Would the County confirm if the page count for section E. Statement of Work is 10 pages double-sided (meaning content can be on the front and back of all ten pages)? If so, does this also apply to sections A. Transmittal Letter and Section B. Statement of
3. **Qualifications.**
On page 9 of the RFQ it states: Please provide only information relevant to the requested services, and please double-side where possible.
Five sheets, printed on both sides, would count as 10 pages. 10 sheets printed on both sides would count as 20 pages. Pages with content are counted, whether the sheets are double- or single-sided. Page limits also apply to Sections A and B, as described in the RFQ.
4. **Is a Conflict-of-Interest form required within the submission? (See page 13) If yes, can you please supply this form?**
All conflicts of interest shall be made on the provided Sworn Disclosure of Relationships form (pages 18-19).
5. **Section e. Statement of Work has a maximum of 10 pages, with no page size specified**

(8.5x11 or 11x17). We would like to include an 11x17 page, how would the 10-page limit for this section be affected?

An 11x17 page (one only) may only be submitted in Section F. Project Schedule. All other sheets must be 8 1/2 x 11. Or if an 11x17 page is submitted in this section, it will count as two pages, if printed on only one side, or four pages, if printed on both sides.

6. May we include non-key team members resumes in addition to key team member resumes in the appendix?

The committee is not interested in resumes for non-key team members. Please do not inundate the committee with resumes in this section, as they will likely be disregarded.