

ADDENDUM No. 1

RFP No. 943

General Civic Engineering and Surveying Services

Due: October 28, 2015 at 10:00 A.M.

The following changes, additions, and/or deletions shall be made to the Request for Proposal for General Civic Engineering and Surveying Services RFP No. 943 on which proposals will be received on/or before October 28, 2015 by 10:00 A.M.

The information contained herein shall take precedence over the original documents and all previous addenda (if any), and is appended thereto. **This Addendum includes 2 page(s).**

Offeror is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum will be considered nonconforming.

All of the forms provided in Section IV – Attachments of the RFP Document must be included in submitted proposals. Proposals that fail to provide these completed forms will not be considered for award.

I. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: Regarding Page 13, Item D. Fee Proposal, should proposers provide hourly rates for the individuals who will be performing the work for the City, not a total fee for the services to be provided?

Answer 1: The fee proposal does not need to include a total cost. It shall include a rate schedule with the information listed in the RFP.

Question 2: Will the services be for multiple years? If so. Are we allowed to submit prorated increase at this time for our personnel hourly fees?

Answer 2: The selected consultant(s) shall hold their rates for a two year period. If the term of service extends beyond two years, a revised fee schedule can be negotiated.

Question 3: Does the respondent have to be able to fulfill/perform all required tasks? If so can a "team" of a prime and subconsultant respond?

Answer 3: Yes to both. The proposal should specify the services that would be provided by the subconsultant; and the fee proposal shall include hourly rates that will be billed to the City.

Question 4: We anticipate utilizing the services of one (1) subconsultant for Geotechnical and possibly Testing Services. What tasks are anticipated for these type of services in the project Scope of Work?

Answer 4: The City procures testing and geotechnical consulting services through separate requests for proposal. Respondents to this General Engineering Services RFP do not need to include these services.

Question 5: Is there a list of potential projects designated for this contract available for review on the City website or other source?

Answer 5: No specific projects have been designated for this contract. Typical assignments would include capital improvement projects managed through the City's Project Management Service Unit, such as roads, sidewalk, water main, storm sewer, and sanitary sewer.

Question 6: What is prompting this RFP? Is the current General Civil Engineering and Surveying Services Contract expiring soon? Who currently holds the contract?

Answer 6: This is a routine RFP for as needed services. The City awarded general services contracts to Stantec and Fishbeck, Thompson, Carr & Huber in 2014 which may continue to be utilized up to their awarded amounts.

Question 7: What is the anticipated dollar volume of the contract(s)?

Answer 7: The Professional Services Agreement is anticipated to be in the range of \$150,000 - \$200,000 for each contract.

Respondents are responsible for any conclusions that they may draw from the information contained in the Addendum