

ADDENDUM No. 1

RFP No. 26-40

WATER RESOURCE RECOVERY FACILITY PROFESSIONAL ENGINEERING SERVICES

Due: August 18, 2026 at 2:00 P.M. (local time)

The information contained herein shall take precedence over the original documents and all previous addenda (if any), and is appended thereto. **This Addendum includes three (3) pages.**

The Proposer 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 may be considered non-conforming.

The following forms provided within the RFP Document should be included in submitted proposal:

- **Attachment C - City of Ann Arbor Non-Discrimination Declaration of Compliance**
- **Attachment D - City of Ann Arbor Living Wage Declaration of Compliance**
- **Attachment E - Vendor Conflict of Interest Disclosure Form of the RFP**

Proposals that fail to provide these completed forms listed above upon proposal opening may be rejected as non-responsive and may 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: Will the City consider annual labor rate adjustments tied to a published Consumer Price index or Employment cost Index during the initial three-year contract term, or are the submitted rates required to remain fixed without escalation?

“On Page 6 and page 9 of RFP states that the compliance with the city’s Living Wage and/or applicable Prevailing Wage requirements while also requiring consultants to maintain their proposed hourly rates for up to three (3) years.”

Answer 1: The City is requiring consultants to maintain their proposed hourly rates for up to three (3) years.

- Question 2: Should the fee proposal consist solely of hourly billing rates by labor classification and applicable overhead/multiplier?
- Answer 2: The fee proposal shall identify key staff, their titles, their hourly rates and overhead/multiplier.
- Question 3: Will reimbursable direct expenses (travel, mileage, lodging, printing, laboratory testing, permits, percentage markup on subcontracted specialty services, etc.) be negotiated individually under each task order, or should standard reimbursement rates be included in the fee proposal?
- Answer 3: Direct expenses will be negotiated separately with each task and work statement, but standard reimbursement rates should also be included in the fee proposal.
- Question 4: Can the City provide an estimate of the anticipated annual engineering workload, expected number of task orders, or approximate annual budget to assist firms in planning staffing resources?
- Answer 4: The WRRF has utilized the as-needed engineering services for an average of \$215,000.00 in each of the last four years. There will be no minimum value of services committed by the City for each awarded service contract. The contract amounts are subject to the availability of funds and will be pending approval of annual budgets.
- Question 5: After contract award, may the Prime Consultant add or substitute subconsultants or key personnel if specialized expertise is required for future task orders, subject to City approval?
- Answer 5: Yes.
- Question 6: How should the fee proposal be structured, are you looking for a rate table?
- Answer 6: The proposal should highlight key staff and positions that would likely be involved with WRRF project, including their titles, their hourly rates and overhead/multiplier. In addition, standard reimbursement rates should also be included in the fee proposal.
- Question 7: Is there a target budget for these services?
- Answer 7: No. There will be no minimum value of services committed by the City for each awarded service contract. The contract amounts are subject to the availability of funds and will be pending approval of annual budgets.
- Question 8: Is this contract focused on as-needed services or capital projects, or both?
- Answer 8: This contract will be for as-needed services for capital or maintenance projects or other engineering needs.
- Question 9: Are there specific projects that you have in mind that we should focus on in the workplan?
- Answer 9: The current CIP for the WRRF identify the following projects:
Design is scheduled to begin in FY2027
 Lime Slaker Replacement
 Sludge Building Programmable Logic Control (PLC) Replacement
Design is scheduled to begin in FY2028
 Slide Gate Improvements
 Replacement of South Boulevard Lift Station
 Tertiary Filter Rehabilitation

Question 10: Do you plan to cycle through the selected consultants as projects are initiated, or will consultants compete on each project?

Answer 10: WRRF staff will ask all or some of the selected consultants to provide proposals for specific tasks or projects. There will be no minimum value of services committed by the City for each awarded service contract. The contract amounts are subject to the availability of funds and will be pending approval of annual budgets.

Question 11: Would it be acceptable to schedule a site visit out to the plant before we submit our proposal?

Answer 11: Since we are in the middle of the solicitation period, one-on-one meetings or site visits with potential providers would not be equitable nor would it be efficient for the city to meet with every potential service provider individually.

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