

May 14, 2014

**ADDENDUM NO. 1
TO
RFP NO. 897 FOR
GENERAL CIVIL ENGINEERING AND SURVEYING SERVICES
FOR THE
CITY OF ANN ARBOR, MICHIGAN**

The following changes, additions, and/or deletions shall be made to the RFP for General Civil Engineering and Surveying Services, for the City of Ann Arbor, Michigan, RFP No. 897.

The information contained herein shall take precedence over the original documents and all previous addenda, and is appended thereto. **This Addendum includes 2 page(s) and 0 drawing(s).**

The Proposer is to acknowledge receipt of this Addendum No. 1 in its Proposal.

Refer to the following questions below that were submitted by potential proposers, and the answers provided by the City, in preparation of Proposals.

1. The RFP asks for a **work plan**, but it is for a general services agreement. Doesn't seem like there is much of a work plan required. Are you looking for something specific here as it carries a bit of the scoring weight?
A: The City would like to see a general work plan of how projects would be organized, managed, and communicated. Obviously, this would not include project-specific elements – more of a philosophical approach to managing and executing typical projects.
2. The RFP asks for a **fee with names**, etc., but again there is no specific work to be performed. It seems like all we could do is show our billing rate schedule.
A: Names can be omitted. A general billing rate schedule is sufficient, however because it is challenging to compare the full fee schedules of firms to one another, the proposer should highlight the key positions that would likely be involved with miscellaneous design work of this nature. Details such as overhead rate information is still required.
3. Is the City looking for low priced service type work, (surveying generally falls there), or more niche work such as the footing drain project?
A: The work that is anticipated to be primarily design engineering and construction management. If surveying is needed, it would likely only be to support design efforts. If more niche work arises, the City would evaluate the capability of the consultant(s), and the cost, to perform that work at the time that it is needed.

4. Any idea of the volume of work?

A: Consultants selected will enter into a professional services agreement with the City for an amount in the range of \$100,000 to \$150,000.

5. Section O of the RFP asks for a schedule, seems like this doesn't apply for a general services agreement?

A: The Proposer does not need to submit a schedule.

6. Who holds the contract(s) today?

A: The last time the Project Management Services Unit issued a General Services RFP was in 2011. Contracts were awarded to Midwestern Consulting; Fishbeck, Thompson, Carr & Huber; and Perimeter. Note that the scope of this previous RFP also included construction inspection services, which is not included in the current RFP.

7. How long is it projected that this contract would last?

A: The contract would remain open until the contract amount is used up.

8. Would there be an opportunity to adjust the billing rates if the contract goes beyond one year? We are finally experiencing an uptick on salary pressures like we haven't seen in the last 5-7 years, and would not want to be held to today's rate schedule 3 years from now.

A: Consultants should expect to hold their submitted rates for a minimum of two years. After that, if there is still money remaining in the agreement, the City will be willing to renegotiate the fee schedule, provided the consultant can provide documentation as to the need for such adjustments.