



ADDENDUM 1

CONTRACT NO. RFP 17-17

Architectural / Engineering (A/E) Team Professional Services

DATE ISSUED: July 14, 2017

RESPONSE DUE: July 28, 2017 at 2:30 P.M. (local time)

This addendum is intended to correct, change, add, delete, or supplement the drawings, special conditions, and/or specifications, and is hereby made part of the bidding documents on which the General Contract will be based. Acknowledge receipt of this addendum by signing below and returning no later than **July 28th, 2017**.

Pre-bid attendees:

Name	Representing:	Name	Representing:
Aaron Goller	Davis Bowen & Friedel, Inc.	Stuart Sirota	Alta Planning & Design
Jim Hoageson	George Miles & Buhr	John B. Gonzalez	Landmark Science & Engineering
Miguel Iraola	Hord Coplan Macht Architects	Amanda Pollack	City of Salisbury
Joey Collins	RAUCH Inc.	Michael Lowe	City of Salisbury
Leah Schultz	Gripe Associates	Scott Rogers	Solutions IPEM
Debbie Pfeil	KCI Technologies	Mike Gilbert	Whitman, Requard & Associates
Francis Bonkowski	Whitman, Requard & Associates	Amanda Henry	KPN Architects
Sotero Nieves	KPN Architects	Ed Schrieber	Frederick, Seibert & Associates
Melanie Sipple	Bignell Watkins Hasser Architects	Tim Metzner	Davis Bowen & Friedel
Joe Kott	Fisher Architecture	Keith Fisher	Fisher Architecture
Eric Huth	Greene Building Engineering	Samantha Keulmann	GHD Inc.
Parvaneth Famili	Alban Engineering	Jeff Alban	Alban Engineering
Kim Gillis	Becker Morgan Group	James Moore Jr.	TA Engineering
Christian Chacon	A. Morton Thomas and Associates		

Question: Is there an MBE goal associated with this solicitation?

Response: No. This is a locally funded project and does not have an MBE requirement.

Question: Would the City be willing to modify its Evaluation Criteria?

Response: No.



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Question: Are we required to submit a Current Financial Statement? Ref. Section 1: Introduction Number 7.B.1 (Pg. 7)

Response: No. If necessary the City would request this during the evaluation of proposals.

Question: For the List of Current and Past Contracts, are you referring to contracts for the City of Salisbury?

Response: This is not specific to the City of Salisbury. This is in reference to all projects.

Question: Are we required to submit a Certificate of Insurance?

Response: No. The certificate of insurance would only apply to an awarded vendor.

Question: For the statement of current work load and capacity, is this to be included under Tab 2- Scope of Services/ Project Understanding/ Project Approach as a stand-alone document?

Response: Yes

Question: Is there any information available for the sample projects shown under Section 3: Scope of Services, Number 2.B (pg 15)?

Response: No. This is representative of the various types of projects. The City has no further information to provide at this time.

Question: Can we use the "References" form (pgs 20 and 21) to document our 5 recent examples of completed projects or is this meant to be a separate stand-alone document? Ref. Section 4: Experience, Staffing, and Qualifications, Number 1.B (pg 17)-"include five (5) recent examples of completed projects, similar in nature to this RFP. Also, can these 5 projects be in addition to the (10) projects documented in Section F of the SF330- to make a total of 15 representative projects?

Response: We only need 5 project examples using the SF330 even though there is a space for 10. References are a separate request form. Please show your best and most applicable work.

Question: Can we use Section G of SF330 to represent the chart showing which of our team members performed work on the examples of completed projects?

Response: Yes.

Question: For the "Form of Proposal" how shall we express our rates, as amounts in writing?

Response: Please express your rates as numbers only.

Question: Will a single firm be awarded?

Response: We intend this to be a multi-vendor award.

Question: Multiple disciplines are listed within the RFP. It is nearly impossible to cover all disciplines effectively will this affect scoring of the vendors proposal?



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Answer: The basis of this contract is to award a "Prime" vendor who has assembled a team of disciplines. It is understood that all disciplines may not be covered by the Prime Vendor and their Team. Each Team will be reviewed and scored according to how well they cover their disciplines as related to the RFP criteria and number of disciplines it outlines. It is the City's intention to award the projects to teams, not vendors representing only one discipline.

Question: Is DGS involved in this solicitation?

Answer: No.

Question: Are any construction project inspections or building inspections planned for this contract?

Answer: No.

Question: How are the rates reviewed or compared?

Answer: Rates are compared by like to like disciplines.

Question: Does the SF330 have to be complete?

Answer: The preference is yes.

Question: Do all the forms in Section VI need to be filled out by each team or only by the Prime?

Answer: The form should be filled out by the Prime Vendor. The City intends to look at the team in the evaluation process however will make an award to the Prime. All other team members would be subcontractors of the Prime Vendor.

Question: Is the City referencing water and sewer conveyance in section III .2.A.2?

Answer: Yes, the Vendor should show expertise in water and sewer conveyance systems. The City does not anticipate water treatment or wastewater treatment processes being covered by this RFP.

Sign for identification

Printed Name

Approved by:

Jennifer Miller

Jennifer Miller
Director of Procurement