

**STATEMENT OF QUALIFICATIONS FOR
LANDFILL PERIMETER BERM AND DRAINAGE DITCH
PROFESSIONAL SERVICES**

Addendum Number: 1

Date Issued: January 13, 2016

SOQ Due Date: January 22, 2016

I. Instructions to Consultants:

This addendum is hereby made a part of the Statement of Qualifications packet issued for: **Landfill Perimeter Berm and Drainage Ditch Professional Services**. Therefore a signed copy of the acknowledgement form (last page of this addendum) must be included as part of the submitted SOQ.

II. Clarifications:

The following are questions and answers, changes, and clarifications for reference and should be acknowledged:

Q1: *How firm is the schedule provided on Page 9 of the RFQ, specifically between NTP and Completion of Work?*

A1: The schedule provided is a projected schedule. The City will consider changes requested from the top ranked firm during scope of work and fee negotiation process.

Q2: *Is the Solid Waste Facility Plan and Appendices available electronically for review?*

A2: This will be made available to the top ranked firm after selection.

Q3: *Page 9 of the RFQ states that the responses should use “no smaller than 12-point font.” Is it acceptable to use smaller than 12 pt font on graphics, charts, tables, or photo captions?*

A3: Please use no smaller than 12-point font everywhere within 10-pages limit.

Q4: *Page 9 of the RFQ states that the submittal should be no more than “10 pages, excluding cover letter, dividers, and appendices.” Would a graphical front cover with SOQ title, date, proposer name, and photos be excluded from*

the page count? Would a solid color, blank back cover be excluded from the page count?

A4: The front cover and back cover will not be counted towards 10-pages limit.

Q5: *On Page 15 of the RFQ, the section called Experience and Qualifications of the Firm/Team, part 1 states that respondents are to supply “at least three owner references with contact names, email addresses, and phone numbers for each of the projects listed.” Did the City mean to say respondents are to provide a minimum of 3 client references **total** for this section, rather than 3 or more per project?*

A5: The intent is to have at least one verifiable reference for each of the listed project.

Q6: *Does the City have a maximum budget or expected budget range for this project? If yes, kindly provide details.*

A6: The budget range for design, permitting (various), construction and construction administration is \$300,000 - \$400,000.

Q7: *Which firms received this RFQ?*

A7: As the RFQ was posted electronically, the City does not have a list of those who have downloaded the RFQ.

Q8: *Will the City be providing a copy of the Pre-Submittal Meeting sign-in sheet to all Meeting attendees? If yes, when and how?*

A8: Pre-Submittal sign-in sheet for meeting attendees will be posted on the City website <http://casagrandeaz.gov/dept/clerk/rfp/> after the meeting on January 7, 2016 and no later than January 15, 2016.

Q9: *What are the names and positions of the City staff who will comprise the Evaluation Committee?*

A9: The makeup of the selection committee has not yet been determined. This information may be made available after the selection process is complete.

Q10: *What are the three most important attributes the City is seeking in a consultant for this project?*

A10: Please refer to Section 6 (Section process) of the RFQ for evaluation criteria.

Q11: *The page maximum for our response is 10 single-sided pages, excluding the cover letter and appendices (Page 9).*

Q11(a): *Is the Cover page and Contents page also excluded?*

A11(b): Yes, and yes.

Q11(b): *Because the City is asking for a number of detailed responses, Organization Charts, and other information in just 10 single-sided pages, would it be okay to include all Project Profiles as an appendix?*

A11(b): No, (selected) project profiles should be within the 10-pages.

Q11(c): *The City does not specifically ask for resumes for key members of our Project Team. Does the City want resumes? If yes, is there a page maximum, and is it okay to include these resumes as an appendix?*

A11(c): Resumes are not required. One page resume of key team members may be included in the appendix and would not be counted towards 10-pages limit.

Q12: *Does “original signature” (Page 10) mean “wet signature”? Kindly clarify.*

A12: Yes, wet signature are required on the "Original" marked SOQ proposal (See Section 4 of RFQ). The copies may include xerox copies of the "Original" marked SOQ proposal.

Q13: *Exhibit “A” – Scope of Services (Page 29) and Exhibit “B” – Fee Schedule are blank. Do we ignore these 2 blank forms?*

A13: Yes. Exhibit A and Exhibit B are referenced in the sample contract; therefore will only be required at time of contract execution with final firm after successful scope of work and fee negotiation.

Q14: *In the pre-submittal meeting yesterday, there was discussion that the City would like to have the selected firm conduct design as well as construction management. There is no mention of construction management in the RFQ. Is the City looking for construction management qualifications to be included in this RFQ submittal?*

A14: Pages 4 and 7 (of 35) briefly talks about the Construction Phase administrative services. No detailed response by the submitters is required at this point.

Q15: *In reviewing the RFQ for the referenced project, I didn't see any reference to geotechnical investigations or environmental hazmat assessments. Is there a need for at least preliminary assessments, and if so, will you utilize your on-call geotechnical and environmental contractors to provide these services, or will you expect the consultants furnish them?*

A15: Geotechnical services may or may not be needed for this project. As mentioned in the Pre-submittal meeting (and RFQ), submitters should include the sub-consultants list (potentially including geotechnical, environment and other engineering services) and plan which may be needed to execute this project. City does not intend to use on-call geotechnical and environmental contractors unless project encounters unforeseen condition during execution and require additional exploration.

Q16: clarification regarding the inclusion of resumes in an appendix to the 10 page proposal.

Q16a: *Can 1 page resumes for our team members be included in an appendix to the RFQ?*

A16a: 1 page resumes can be included in the appendices.

Q16b: *Will the resumes be counted against the 10 page limit for the proposal or otherwise disqualify the firm because the proposal does not conform to the prescribed format in the RFQ?*

A16b: 1 page resumes will not be counted towards 10 pages limit.

Q16c: *Do the resumes need to be in 12 font or can the font be smaller?*

A16c: Resumes are not part of 10 pages limit so font size does not matter as long as it's legible.

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Acknowledgement of Addendum

Addendum Number: 1

Date Issued: January 13, 2016

Consultant's Signature & Date

Company Name

Note: A signed copy to this addendum acknowledgement must be included with the Required Forms as part of the Consultant's SOQ proposal.