



**Continuing Services Contract for  
Professional Engineering Services  
RFQ 17-001**

**ADDENDUM 2  
November 1, 2016**

In response to an inquiry received October 31, 2016, regarding the Submission Requirements (p. 6) and the Selection Criteria (p. 10), both sections have been **REVISED**. The new versions of these sections appear on pages 2–4 of this addendum. **PLEASE DISREGARD THE ORIGINAL VERSIONS.**

## **SUBMISSION REQUIREMENTS**

The interested and qualified firms shall submit a statement of qualifications describing their qualifications and experience in the type of work requested. Submissions shall be limited to a total of **thirty-five (35) 8.5" x 11" single-sided pages** (including résumés but excluding front and back covers, dividers, and a 2-page cover letter). The document shall be presented with portrait orientation and 12-point font. The required submission material includes the following:

### **I. Firm's Qualifications**

- List of the firm's employees, their qualifications, and their role in the services to be provided to the City.
- Firm's and employees' certifications and registration with regulatory agencies, professional organizations, etc.
- List of firm's sub-consultants, their qualifications, and their role in the services to be provided.

### **II. Firm's Experience and Past Performance**

- List of firm's current projects or recently completed similar services within the past two (2) years with other public or private agencies.
- List of at least three (3) client references including organization name, contact person, telephone number(s), and e-mail address(es).
- Success in meeting time and budget requirements.

### **III. Firm's Resources and Equipment**

- List and quantity of firm's (and firm's sub-consultants', if applicable) equipment including CADD workstations, traffic counters, etc.

### **IV. Legal Action against the Firm**

- Is there currently any legal action against the firm? Has there been any in the past? If so, describe the nature of the action, its status, and if resolved, what the outcome was.

### **V. Firm's Current Workload**

- Is the firm appropriately staffed for its current workload?

### **VI. Firm's Office Location**

- List the location of all offices (firm's and sub-consultants') that would be involved in providing services under the continuing services contract and the approximate distance (in miles) and time (in hours) to City Hall.

The City reserves the right to accept or reject any or all submittals that it may, in its sole discretion, deem unresponsive or waive technicalities that best serve the overall interests of the City.

Cost of preparation of a response to the RFQ is solely that of the consultant, and the City assumes no responsibility for such cost incurred by the consultant.

Any request to withdraw a qualification package must be addressed in writing as above. Such requests must be received by the City prior to the deadline for submission.

## **SELECTION CRITERIA**

Qualification packages will be reviewed and evaluated by a selection committee and a short list of qualified firms may be invited to make a formal presentation. The qualification packages will be reviewed and evaluated in accordance with the following criteria and weighting factors:

- I. Firm's Qualifications (20 points)
- II. Firm's Experience and Past Performance (20 points)
- III. Firm's Resources and Equipment (20 points)
- IV. Legal Action against the Firm (20 points)
- V. Firm's Current Workload (10 points)
- VI. Firm's Office Location (10 points)