

**On-Call Architect/Engineering Services
Addendum No. 01**



Project Name: On-Call Architect/Engineering Services	Project No.: RFP# 20-21-08
Prepared By: Denisha Harris	Date: 09-18-2020

General Questions, Clarifications & Requirements:

Please be advised that the deadline to submit proposals has been extended until September 25 at 4pm. The RFQ may also be submitted electronically. Please see the Q&A below for additional details.

Q: In order to submit and be of consideration, does our team need to satisfy ALL of the scope items listed in the RFQ?

A: The Consultant/Team will be evaluated based on the criteria listed in the RFQ and their ability to address the needs of the Department. The Overview and Purpose section of the RFQ lists the typical work expected and Section VIII lists the Consultant Selection Criteria. One of these criteria is that the proposal “demonstrates the ability to successfully provide on-call services”. Additionally, another criteria is that the consultant or team can handle all facets of work in the scope of this on-call Contract.

Q: Will multiple consultants be selected by the City?

A: It is expected that the City will award one contract in response to this RFQ. This contract will be awarded to the consultant or consultant team that best addresses the requirements of the RFQ.

Q: What was the total amount of money spent on design contracts in this last contract period?

A: The existing contract currently has work orders that total about \$375,000.

Q: What were the primary scope(s) of work in the last period? Do you expect this to change?

A: See the Overview and Purpose section of the RFQ for a list of expected work orders. Work orders have included elevator design, park improvements, building lobby improvements, HVAC replacement, generator upgrades, site lighting, roof replacements, etc. We do not expect the type of work to change significantly.

Q: Are you expecting to select engineers independently from architects for the on-call Contract?

A: See response 2 A. The City will award one on-call contract.

Q: Regarding the form instructions page in the Greenville On-Call RFQ, which documents need to be provided with the SOQ? Specifically, is the “Sub-Service Provider Utilization Commitment” form to be submitted with the SOQ or once the task order is issued?

A: The sub-service provider utilization plan (FORM 1) and/or Statement of Intent to perform work without Sub-service Providers (Form 2) must be provided with the RFQ. The Sub-service Provider Utilization Commitment form will be completed for each work order. Please see an amended FORM 1 attached to this addendum.

Q: Who is the current on-call consultant for the contract that will expire in September of 2020?

A: The East Group

Q: Is the \$50k max per work order for each consultant or for all consultants combined?

A: The \$50k is the work order maximum limit.

Q: Does the \$50k upper limit include all phases of design and construction? Is there a typical budget range?

A: The City will define the scope of the work order. The upper limit of a work order is \$50k. The work order budgets will vary depending on the size and scope of the project.

Q: Our firm has fewer than 25 people in our NC office. Would that disqualify us?

A: No

Q: Can the response to the RFQ be submitted electronically?

A: The responses to the RFQ can be submitted electronically. A hard copy is not required. The following dropbox link can be used to upload your responses:

<https://www.dropbox.com/request/tyffOu0e48y9ld0hRIIA>

When you click on this link you will be sent to a webpage with an upload button. Hit the upload button and you will be prompted to select a file(s) to upload. Once the file(s) are selected you will be presented with a screen to type in the first and last name along with their email address.

You will receive the following confirmation when you have uploaded the files:

"Here's what you uploaded to "RFQ 2021-08 On-Call Architecture Engineering Services"

Q: Who can sign the submitted proposal?

A: The submitted response to the RFQ should be signed by someone within the firm who has the authority to do so and/or has financial responsibility within the firm.

Q: Are we able to drop off the submissions in person?

A: Electronic submissions, Mailed submissions or in-person drop-offs are all allowed. Please confirm office hours prior to dropping off by calling 252-329-4522.

Q: Please define how firms will be given priority consideration as it relates to attaining goals by designating a percentage of the contract to qualified MBE/WBE firms?

A: Responses that meet or show that sufficient effort is documented towards both the MBE and WBE goal will be awarded 6 points. Responses that meet or show that sufficient effort is documented towards either an MBE or WBE goal will be awarded 3 points. Responses that do not meet or show that sufficient effort is documented towards either an MBE or WBE goal will not be awarded points in this category.

Q: Should the proposal follow the format listed under the consultant selection criteria?

A: While that is not required, it is advisable.

Q: Is there a preference to if we bind or staple the proposal?

A: No

Attachment

End of Addendum No. 01