

Addendum Number 1

To The

On-Call Engineering Services REQUEST FOR QUALIFICATIONS

Issued From: City of Bloomington Planning & Transportation Department
401 N. Morton St., Suite 130
Bloomington, Indiana 47404

Addendum Issue Date: September 11, 2015

Deadline for Proposals: September 22, 2015 at 4:00PM local time

Addendum Number 1 is intended to respond to inquiries submitted to the City of Bloomington in regards to the On-Call Engineering Services Request for Qualifications (RFQ) issued on September 1st, 2015. Addendum Number 1 supplements, amends, and becomes a part of the RFQ.

Firms submitting a Statement of Qualifications (SOQ) are required to include the Submittal Form included in the RFQ. As stated on the Submittal Form, "The undersigned acknowledges they reviewed and are familiar with the City of Bloomington RFQ documents issued on September 1, 2015, and they acknowledge their responsibility for checking the City website for any addenda to this RFQ." As such, SOQ submittals need to include a completed Submittal Form but a signed Addendum is not necessary.

Item No. 1: Should any interested party find discrepancies in, or omissions from, this RFQ, or should they be in doubt as to their meaning, written notification should be made to Andrew Cibor at cibora@bloomington.in.gov no later than September 16th, 2015. Interpretation of this RFQ will be made only by written addendum. A copy of each addendum will be posted at the City's website at https://bloomington.in.gov/sections/viewSection.php?section_id=537 no later than September 18th, 2015. Interested parties are responsible for checking the City's website for addenda, though the City may choose to contact all known interested parties with notification of posted addenda. The City will not be responsible for any other explanations or interpretations of this RFQ. If significant changes to this RFQ are required then the City may postpone the final date for submission.

- **Question:** *Although we are certified with the State of Indiana as a DBE engineering firm, we are not yet prequalified with INDOT. However, we are in the process of finalizing our paperwork and are almost ready to submit but the review/approval period will likely be after this RFQ is due. I am wondering if we can still submit our qualifications while our paperwork is being reviewed by INDOT and be considered for this project?*

Answer: SOQ can be submitted by firms not prequalified with INDOT for any or all of the listed INDOT work types. If a firm does not have INDOT prequalifications they may be selected to work on a locally funded project or directed to assemble a team of consultants with the appropriate INDOT prequalifications for a federally funded project with local preliminary engineering (PE) funding. All projects with federal PE funding will be advertised through the INDOT RFP process.

For the purpose of this RFQ it is not necessary for consultants to team with INDOT prequalified firms. Furthermore, as stated in the RFQ, "The City may add a future open enrollment opportunity for individuals/firms not on the list or individuals/firms wishing to re-apply." If a future open enrollment opportunity is provided firms may re-apply with any updates to their INDOT prequalifications.

- **Question:** *The way that I read the RFQ is that you're asking firms to submit their experience, qualifications, and INDOT pre-qualifications for consideration. If there's some aspect of the RFQ such as a pre-qualification category, for instance, that a firm doesn't have, your intent is not for the firm to include another consultant on the team who does have that pre-qualification. Is this a correct assumption? In other words, the City reserves the ability to assemble a team or ask for proposals (i.e. ask one of the on-call firms to assemble a team) based on the requirements for a specific project and not based on whether one firm meets all the criteria you've listed.*

Answer: The intent of this RFQ is not for firms to identify other consultants for which they would team with to achieve a listed INDOT prequalification. As stated in the RFQ, "The City's desire is for the RFQ submittals to focus on the entity intending to contract directly with the City (i.e., subconsultants and other teaming arrangements are not necessary)." For any given project or group of projects, the City may choose to contact an individual or firm that does not have all of the required INDOT prequalifications and allow that individual or firm to propose a team which would meet all required INDOT prequalifications. The City will contact firms from the to be established on-call list for project specific proposals and at that time a team will be determined based on the requirements for that specific project.

- **Question:** *We intend to submit for both categories. If I read the RFQ correctly, we are to submit a single SOQ, but the allowable page limit is 4 pages for key personnel and 4 pages for relevant projects.*

Answer: A firm intending to submit for the Traffic Engineering Services and Transportation Engineering Design Services is to submit a single SOQ with a maximum of 4 pages to address key personnel qualifications (2 pages for each category) and 4 pages to address relevant project experience (2 pages for each category).

- **Question:** *Will you be selecting one firm for all of this work or more than one firm? Also, is someone doing this currently for the City?*

Answer: The City intends to utilize multiple firms for engineering services work over the course of the listed On-Call Engineering Services term. As stated in the RFQ, "The City intends to distribute work among the most qualified individuals or firms, but reserves the right to select the individual or firm that is deemed best qualified for a particular project or group of projects. Selection will be limited to individuals or firms that are available to perform the work and individuals or firms with whom the City can successfully negotiate a contract." The City is currently working with multiple consulting firms. This is a new process and resource for future City projects.

- **Question:** *Our firm is not fully qualified to perform all tasks associated with the potential projects listed under Project Category 1 – Traffic Engineering Services. However, we are capable of addressing the list of potential projects listed on Project Category 2 – Transportation Engineering Design Services. May our RFQ Response address Category 2 only or will we be disqualified for not addressing Category 1?*

Answer: Firms will not be disqualified for only submitting an SOQ for one category. Each category will be evaluated independently.

- **Question:** *If we are required to respond to both categories can we joint venture with another firm that specializes in Traffic Engineering related to the projects listed?*

Answer: Joint partnerships or consultant teams submitting collaborative offers are permitted as long as it is clearly established who the contractual responsibility would rest with. However, as stated above and in the RFQ, “The City’s desire is for the RFQ submittals to focus on the entity intending to contract directly with the City (i.e., subconsultants and other teaming arrangements are not necessary).”

- **Question:** *Are you at liberty to release the names of the firms that you have issued the RFQ to so if we need to team with another firm we could perhaps contact one of the firms you have invited to submit a RFQ response.*

Answer: The City distributed the RFQ directly to local firms, firms the City is currently working with, and firms who recently expressed an interest in working with the City. Additionally, the RFQ was announced via the City’s Bloomingbid distribution system and is posted online accessible to anyone. The City cannot, with any certainty, provide a list of all the firms aware of the RFQ.