

## ADDENDUM NO. 1

RFQ TITLE: Continuing Professional Engineering Services: Water and Wastewater Consultant

RFQ NO: 2022-16

DATE: January 23, 2023

To All Proposers:

Proposers for the above referenced Request for Qualifications ("RFQ") shall take note of the following changes, additions, deletions, clarifications, etc., to the RFQ documents, which shall become a part of and have precedence over anything shown or described otherwise.

### A. CHANGES IN THE RFQ DOCUMENTS

1) None.

### B. CLARIFICATIONS

None.

### C. QUESTIONS FROM PROPOSERS:

1. Q: Can a firm use a proposal cover followed by the cover sheet within the RFQ?

A: Yes.

2. Q: Just to clarify that we cannot use the City's logo in our proposal at all. I assume that the City seal is the same as the City logo. Please confirm.

A: Yes, please do not use the City's seal/logo as part of your proposal.

3. Q: On Form 2 (Proposer Reference Form), is the City looking for references from the prime proposer only or may the minimum three references be met using one or more subconsultant references?

A: Only the Prime consultant.

4. Q: Can you please let us know the duration of this contract?

A: The term of this Agreement shall begin on the date it is fully executed by both parties and shall extend until March 31, 2025. After the initial term, the Contract may be extended for one (1) additional three-year period by mutual agreement of the parties.

5. Q: In addition, are 330 forms required from our team of subconsultants or is only the prime required to submit a 330 form?

A: Only the Prime consultant.

6. Q: Are the insurance requirements on pages 57-58 for the Prime and our subconsultants or only for the Prime?

A: The insurance requirements will need to be met by the Prime.

7. Q: Is there any limitation on the number of teams a subconsultant may join if the firm is not a Prime on any proposal?

A: No.

8. Q: What information does a subconsultant need to provide, simply beyond being on the list of the prime?

A: Refer to the directions included as part of the RFQ.

9. Q: Does the Prime need to identify what specific service the subconsultant needs to provide, or simply identifying a firm as a subconsultant sufficient?

A: Refer to the directions included as part of the RFQ (see section 4.3, Sealed Proposal, for a list of information required).

10. Q: Is there any requirement/preference for the prime as well as the subconsultant firm being a Small and/or Minority Business?

A: See footnote included as part of page 24 of 77.

**ATTACHMENTS:**

1. Non-mandatory Virtual Pre-Proposal Conference Attendance Log

**END OF ADDENDUM NO. 1**

**All other information remains as originally described in the solicitation.**

**NON-MANDATORY VIRTUAL PRE-PROPOSAL CONFERENCE**  
**RFQ No. 2022-16 for Continuing Professional Engineering Services:**  
**Water and Wastewater Consultant**  
**Date: January 10, 2023 at 11:00 a.m.**  
**Attendance Log**

	<b>First Name</b>	<b>Last Name</b>	<b>Company</b>	<b>Email Address</b>
1	Kate	Gallagher	Brown and Caldwell	kgallagher@brwncald.com
2	Kristen	Lawlor	Keith & Associates	klawlor@keithteam.com
3	Jose	Caraballo	CES Consultants	jcaraballo@cesconsult.com
4	James	Barton	Florida Technical Consultants	jbarton@fltechinc.com
5	Dimitrios	Scarlato	Craig A. Smith and Associates	dscarlato@craigasmith.com
6	Kathie	Brennan	Miller Legg	kbrennan@millerlegg.com
7	Caroline	Glass	Keith & Associates	cglass@keithteam.com
8	Peter	Torres	CES Consultants	ptorres@cesconsult.com
9	Celia	Earle	Brown and Caldwell	cearle@brwncald.com
10	Paula	Riveros	Gartek Engineering	priveros@gartek.cc
11	Ileana	Bolivar	CSA Central	ibolivar@csagroup.com