



ADDENDUM NO. 2
RFQ# 19-0037

Date: March 26, 2020

To: All Interested Parties

From: Samuel Arevalo, MBA, CTCD
Senior Buyer

Re: **RFQ# 19-0037 Surveying Services**

The following additions, deletions, changes, or clarifications to RFQ# 19-0037 are hereby made a part of the solicitation documents for the above referenced project as fully and as completely as though the same were included therein.

Question #1. There are several attachments included in the main RFQ document (PDF, pages 18-24). However, there was also a Word document included named “19-0037 Exhibit 3 – Required Forms and Documents,” which also includes some of the same forms (in different formats and/or with different content than the RFQ), as well as additional forms NOT included in the RFQ.

Could you please confirm / clarify which set of attachments to use in our submission??

Answer #1. Disregard Attachments A-E currently included in the “main” RFQ package (RFQ pages 18-23), and in place of those attachments complete and return all documents included in the “Exhibit 3 Required Forms and Documents” now posted on the SJRA website along with your submittal. Attachment F included in the “main” RFQ package (RFQ page 24) should still be completed and included in your submittal.

Question #2. Which Attachments (A-F) do subproviders need to complete and include in the Prime’s response, if any?

Answer #2. It is not required that subproviders or subconsultants complete any of the attachments (Exhibit 3).

Question #3. RFQ Page 12 under Step 1 Initial Evaluation, Item C. Was this question meant to specify Geotechnical Professional here for the survey submittal?

Answer #3. The referenced item C under “Step 1” on page 12 should read “Relevant experience, expertise, and qualifications of the Proposed Lead Survey Professional (25 points);”

Question #4. Please confirm that Page 12 of the matrix where it refers to Lead Geotechnical Professional – 25 Points should be Lead Surveyor?

Answer #4. See response to Question #3 above.

Question #5. Can you confirm that all resumes within our main SOQ count towards the 20-page limit??

Answer #5. Yes, all resumes submitted will count toward the 20 page limit for requirements in Item 10, sub-items D through F, not inclusive of Attachments A-F.

Question #6. Would it be possible to include additional project summaries/graphics other than the 3 referenced projects in Section D? If so – may we include those in Section 4 (Other Information?)

Answer #6. Yes, information on additional projects can be provided. It would be preferable to include this information in Section 2 (Item 10, sub-item D in the RFQ) to keep all previous project information in one location. Both Sections 2 and 4 fall within the total 20 page limit for Item 10, sub-items D through F, not inclusive of Attachments A-F, that is referenced in the answer to Question #5 above.

Question #7. May we include projects in Section 4 that are previous projects by staff?

Answer #7. It would be preferable to include this information in Section 3 (Item 10, sub-item E in the RFQ) to keep all personnel experience information in one location. Both Sections 3 and 4 fall within the total 20 page limit for Item 10, sub-items D through F, not inclusive of Attachments A-F, that is referenced in the answer to Question #5 above.

Question #8. (I know this question was asked on the call – but just wanted to confirm that we have the correct info) a. FedEx is the preferred method of delivery of our physical submittal, correct? And no specific delivery instructions?

Answer #8. Respondents may use any delivery service available as long response is received as per bid due date and time requirement. All carriers will have access to SJRA campus for delivery in receptacle near entryway. SJRA personnel will monitor deliveries and immediately collect packages from receptacle as they are delivered for date and time stamp. Delivery directly to SJRA personnel will not be available.

Question #9. Due to the current circumstances with COVID-19, will the RFQ submittal be moved to an electronic upload? submittal upload?

Answer #9. Electronic uploads are not available at this time. Please see answer to #8

Question #10. Per the RFP: SOQs shall be printed on single side 8 ½” by 11” pages with not less than 1-inch margins, not less than 1.25 line spacing and not less than 12 point font.

Would page markers need to be inside of the margins?

Answer #10. No, it is not required to keep page markers (we assume this refers to page numbers or other similar items) within the margins.

Question #11. Will this contract have a HUM/MWBE requirement?

Answer #11. No.

Question #12. How can we get minutes from the pre-submittal meeting?

Answer #12. The only pieces of information available from conference call (pre-proposal meeting) are this Addendum #2 and list of vendors that were logged in during conference call.

Question #13. Please confirm that the Organization Chart shall include all proposed team members, but resumes are only required for the “key personnel” not everyone in the org chart.

Answer #13. It is up to the respondent to determine which proposed team members a resume will be submitted for. It is not a requirement to include a resume for every team member included on the submitted organization chart.

Note for interested parties: Respondents who do not perform subsurface utility engineering (SUE) services in-house, but who frequently work with a sub-consultant or sub-consultants to perform such services, are encouraged to include in their submittal appropriate and pertinent information, qualifications, etc. regarding that sub-consultant or those sub-consultants.”

All provisions that are not so amended or supplemented remain in full force and effect.

Please acknowledge receipt of this addendum with signature and date and return. Failure to do so may cause your proposal to be considered as non-responsive.

Receipt of this Addendum No. 2 is hereby acknowledged

Authorized Signature

Date

Company Name