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June 4, 2014

SOLICITATION NO. 139245: TRANSPORTATION ENGINEERING SERVICES QUALIFIED CONSULTANTS LIST

ADDENDUM NO. 01

Please be advised of the additions, clarifications and/or changes to the above-referenced Solicitation for Qualifications as stated in the following Addendum. This addendum is 3 pages, not including attachments.

CHANGES TO THE SOLICITATION DOCUMENT:

1. Page 7, **EVALUATION CRITERIA, 1. INTRODUCTORY LETTER**, fourth bullet is modified to read:

“Statement regarding having read and agreed to the terms and conditions of the County’s sample Master Agreement provided in the SFQ (exceptions may be noted in a separate Appendix at the end of the proposal if needed. This Appendix shall not be included in the overall page count);”

2. Page 7, **EVALUATION CRITERIA, 2. PROJECT TEAM**, list item b), is revised to read as follows:

- Name the primary contact/person(s) of the firm that is typically in charge of project management/task oversight. Briefly highlight their qualifications and experience as it relates to the scope of work for this solicitation.*
- Name the other primary key personnel from the firm that will be performing work. Briefly highlight their qualifications and experience as it relates to the scope of work for this solicitation.*
- Name the other primary key personnel from any regularly used subconsultants and the roles they will perform. Briefly highlight their qualifications and experience as it relates to the scope of work for this solicitation. Please identify by name any firms/persons used for subconsulting any special inspections not performed in-house.*

3. Page 8, **EVALUATION CRITERIA, 3. EXPERIENCE**, list item a), add the following statement to the end of the item:

“The representative projects may include projects that were managed by team members while working at other firms. However, it should be clearly noted/credited which firm in the narrative.”

4. Page 8, **EVALUATION CRITERIA, APPENDIX, 5. EQUAL OPPORTUNITY PLAN/STATEMENT AND SBE UTILIZATION**, list item b) is changed to read:

b) *Prime respondents who are Certified City of Tucson SBE on or before the original due date for proposals shall receive five points. County shall verify eligible firms' SBE status and date of certification with the City of Tucson Equal Opportunity Office.*

CLARIFICATIONS:

1. Page 7, **EVALUATION CRITERIA, 2. PROJECT TEAM**: “Should we include resumes for team members in an Appendix to the Statement of Qualifications?”

No. Resumes are specifically not requested in your proposal. If submitted, your proposal may be rejected for exceeding the maximum page count. Per the revisions made above to the Evaluation Criteria, all relevant qualifications and experience for personnel and subs shall be provided in Section 2. Project Team.

2. Page 7, **EVALUATION CRITERIA, 2. PROJECT TEAM**: “If a firm submits on this as a prime, can they also be a subconsultant on another team?”

There is no prohibition to submitting as a prime and as a subconsultant to other teams.

3. Page 8, **EVALUATION CRITERIA, 3. EXPERIENCE, list item a)**: “Do the representative projects have to be less than \$150,000 and on call? Can they be one or the other?”

The representative projects can be one or the other. However, evaluation preference will be given for those that are both.

4. Page 8, **EVALUATION CRITERIA, APPENDIX, 5. EQUAL OPPORTUNITY PLAN/STATEMENT AND SBE UTILIZATION**: “We understand that these projects may be Federally funded, and if so, is there a required DBE goal for this submittal?”

There is no DBE goal for the submittal. However, Federally Funded projects released under this QCL will have project specific DBE goals as determined by the granting agency (in most cases ADOT).

5. Page 8, **EVALUATION CRITERIA, APPENDIX**: “In anticipation of Federal Funding, are you sure you can include 5. EQUAL OPPORTUNITY PLAN/STATEMENT AND SBE UTILIZATION and 6. SMALL LOCAL PREFERENCE in the evaluation?”

Since all projects are capped at \$150,000.00, the Federal Simplified Acquisition Threshold (SAT), Federal rules allow the use of small purchase procedures for this solicitation. For small purchases below the SAT, there is no prohibition to including points for programs such as Equal Opportunity, SBE Utilization or Small Local Preference in the evaluation.

6. Page 24, **ATTACHMENT 2, SAMPLE MASTER AGREEMENT, EXHIBT 'A' - SCOPE OF SERVICES**, *Bullet Item No. 9 "Provide Special Inspections": "Are these structural, geotechnical, or other?"*

The Special Inspection aspect of this is meant to cover those small, isolated instances where we may need something out of the norm i.e. bridge, drainage, wastewater, etc. that doesn't warrant selecting another firm from a separate QCL list for such inspections. The Special Inspections under this QCL can still resemble many of the same aspects we encounter on the larger projects. As this Addendum modified in the Evaluation Criteria, Item 2. Project Team above, this aspect of the Scope of Services isn't intended to be a significant point of evaluation.

7. A copy of the Pre-Solicitation Meeting Sign-In sheet is available online at <http://www.pima.gov/procure/ifbrfp-dc.htm> under the heading for this solicitation.

All questions shall be addressed in writing to Chris J. Barnhill, CPPB, Contracts/Commodity Officer, email chris.barnhill@pima.gov or fax number 520-724-4434. Questions or requests for clarification received less than seven calendar days before the solicitation due date may not receive a response.

Chris J. Barnhill, CPPB
Contracts/Commodity Officer

ATTACHMENTS: PRE-SUBMITTAL MEETING ATTENDANCE SHEET, May 28, 2014 (3 pages)