

ADDENDUM NO. 1**RFP NO. 19-10****ARCHITECTURAL & ENGINEERING SERVICES
CITY OF ABERDEEN, MARYLAND**

To all holders of the specifications, the following corrections are hereby made. All other items shall remain unchanged. This addendum shall become part of the Contract Documents for the above referenced project. Include a signed copy of the addendum in your proposal submission.

Acknowledgement of Addendum

Name: _____

Company: _____

Date: _____

Signature: _____

- **Section 1: Answers to Questions Posed by Bidders**

Section 1:

Q1: Will there be a pre-proposal meeting for this RFP?

A1: The City of Aberdeen will not be holding a pre-proposal meeting for this RFP but we are available to answer any questions by sending questions to rharrah@aberdeenmd.gov. The deadline for question submission is 4:00 PM EDT on May 29, 2019.

Q2: Are there any MBE/WBE/DBE requirements for this RFP?

A2: Minority-owned, woman-owned, and disadvantaged business enterprises are encouraged to submit a proposal in response to this RFP and consultants are encouraged to participate with these firms. However, there is no specific requirement to do so.

Q3: One of the Evaluation and Selection Criteria on Page 16 of the RFP is “financial responsibility of the firm.” However, we do not see an item in the RFP that requests financial information of our firm, beyond a statement that we have financial capacity in the transmittal letter. Could you please clarify the type of financial information you would like to see, and where it should be included in the proposal, to enable us to be evaluated for that item?

A3: The transmittal letter to the proposal should state that the firm has the financial capacity to complete the project as outlined in the Scope of Work. The transmittal letter should be signed by the COO or CEO. A separate letter signed by the COO indicating that the firm has the financial capacity to complete the project as provided for in the Scope of Work would also suffice.

Q4: Could you please verify that a cost proposal is not meant to be submitted with this proposal?

A4: A cost proposal is not to be submitted with the technical proposal. After review of technical proposals and selection of the most qualified firm, the City will negotiate a fixed fee amount with the most qualified firm.

Q5: The “RFP Format and Content” directions (Page 7 and 8) differ from the “Proposal Organization” directions (Page 9). Could you please clarify which proposal structure and list of contents you would prefer?

A5: The “Proposal Organization” directions listed on Page 9 of the RFP are stated *in addition* to the “RFP Format and Content” directions listed on Page 7. The proposer should respond to both directions within the appropriate section of their proposal (refer to Answer #8 listed below). The required list of three (3) previous projects has been designated with its own section (refer to Answer #8 Item #9 listed below).

Q6: Are the “Statement of Commitment” letters meant to be within the “Key Staff” section, as implied on Page 8, or is it okay to include them in an Appendix?

A6: Statement of Commitment letters of any proposed subconsultants should be included in the Key Staff section of the proposal.

Q7: Is the list of three (3) similar AE service contracts meant to be in the “Key Staff” section, as implied on Page 8, or is it okay to include them in a separate “Project Experience” section?

A7: The three (3) similar AE service contracts should not be included in the Key Staff section. The three (3) similar AE service contracts should exhibit its own “Project Experience” section of the proposal (refer to Answer #8 Item #9 listed below).

Q8: Can you list the sections of qualifications that are to be included in the proposal, as well as which order you prefer them in and any page limitations those sections have?

A8: The following qualification sections and format need to be included in the RFP submission. Refer to the original RFP for more comprehensive details on what to include for each section:

1. Title Page (1 Page)
2. Transmittal Letter (2 Pages)
3. Table of Contents (1 Page)
4. Executive Summary (2 Pages)

5. Responses to the Scope of Services and RFP Content (Undefined page limit)
6. Organization Chart (One 11"x17" Page or two 8 ½" x 11" Pages)
7. Key Staff resumes (1 Page per resume)
8. Statement of Commitment letters (1 Page each, if applicable)
9. Project Experience - A list of three (3) similar Architectural and Engineering service contracts completed within the past three (3) years, to include:
 - a. Your firm's Project Manager for the project.
 - b. Your client's Project Manager and current phone number.
 - c. Brief description of the project.
 - d. Which key staff worked on the project.(2 Page Limit each for a 6 Page total limit)

Q9: On Pages 8-9 of the RFP, there is a list of items that are to be included for the example projects. However, we are unsure whether this is meant to be a list of what to include *within* the example project sheets, or if the items are meant to be included in other parts of the proposal. Could you please clarify which of these items should be included within the example project sheets themselves?

A9: The list of three (3) example project should include the information listed in Answer #8, Item #9, subsections a thru d.

Q10: Are firms who worked on previous phases of design for this project excluded from competing for this solicitation?

A10: No, all qualified firms can submit a proposal in response to this Request for Proposal.