

ADDENDUM No. 1

RFP No. 23-27

General Civil Engineering and Surveying Services

Due: May 23, 2023 by 2:00 p.m. (local time)

The information contained herein shall take precedence over the original documents and all previous addenda (if any) and is appended thereto. **This Addendum includes three (3) pages.**

The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.

The following forms provided within the RFP Document should be included in submitted proposal:

- **Attachment C - City of Ann Arbor Non-Discrimination Declaration of Compliance**
- **Attachment D - City of Ann Arbor Living Wage Declaration of Compliance**
- **Attachment E - Vendor Conflict of Interest Disclosure Form of the RFP Document**

Proposals that fail to provide these completed forms listed above upon proposal opening may be rejected as non-responsive and may not be considered for award.

I. CORRECTIONS/ADDITIONS/DELETIONS

Changes to the RFP documents which are outlined below are referenced to a page or Section in which they appear conspicuously. Offerors are to take note in its review of the documents and include these changes as they may affect work or details in other areas not specifically referenced here.

Section/Page(s)	Change
Section II. B.4 Page 9	<p>Remove: Assist in the coordination, facilitation and/or preparation of materials and information needed for public engagement meetings and/or postings including recording presentations. Attendance at select in-person and virtual public engagement meetings could be requested.</p> <p>Replace: Assist in the preparation of materials and information needed for public engagement meetings and/or postings including recording presentations. Attendance at select in-person and virtual public engagement meetings could be requested.</p>

Remove:

“Planning, scheduling, and conducting public engagement as necessary for the project. Determine appropriate engagement activities including but not limited to digital or in-person meetings, workshops, educational materials, surveys/questionnaires, and etc.

II. QUESTIONS AND ANSWERS

The following Questions have been received by the city. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: Does the city intend to offer a sole contract or multiple contracts for this RFP?

Answer 1: Historically the City has retained multiple firms for these services.

Question 2: If an offeror cannot provide all the services requested, will the city accept team arrangements?

Answer 2: We expect the firm to handle general Civil and Survey assignments by the proposing firm.

Question 3: Does selection for this contract preclude the offeror from bidding on other procurements from the City or the engineering department?

Answer 3: No.

Question 4: What is the anticipated contract length for this procurement?

Answer 4: Two years or when the value authorized by Council is expended.

Question 5: Context: In Section II – Scope of Services, D. Tasks, task #5 Private Development is described as “Support the City’s Private Development team by performing plan reviews for work on vehicular and pedestrian bridges. These services may also include construction management and construction inspection for these types of activities. Firms must discuss their qualifications and experience with this type of work in their proposal.”

Is this the only item of work anticipated for this contract to support the Private Development Team, or is this a key item already identified but may be part of other plan reviews that may be requested? Is there a particular development that this work is focused on?

Answer 5: This is anticipated to be used for Broadway Park Project. Whether or not the services are utilized under this contract depends on the timing of the plan submittal from the developer.

Question 6: The City has identified Public Engagement as one of the services included in the potential scope of work. Based on the wide range of engagement that the city provides, this could be a substantial effort that could require firms to use a sub-consultant. Considering the City’s efforts to keep proposals concise and efficient, are consultants required to include detailed information from specific firms that could be sub-consultants, including resumes, experience profiles, and work plan

details for engagement? Would the City instead accept a more general reference that a sub-consultant would be engaged as part of the team in order to assist with these efforts?

Answer 6: Reference I. Corrections/ Additions/Deletions above. Specifically, Section II. B.4 and Section II. B.5.

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.