

ADDENDUM No. 1

RFP No. 24-52

Construction Inspection Services

Due Date: October 1, 2024, by 11:00 a.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 two (2) 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 E – City of Ann Arbor Non-Discrimination Declaration of Compliance**
- **Attachment F – City of Ann Arbor Living Wage Declaration of Compliance**
- **Attachment G – 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 their 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
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Page 13 Section II/3/B	Remove: "The City may request services including but limited to:" Replace with: "The City may request services including but not limited to:"
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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: There is no mention of the amount of the 3-year contract. What will be the amount of this executed contract if selected?

Answer 1: The total amount awarded will be based on the estimated need for inspection services for capital and private development over the next three years. The amount awarded to each firm will depend on how many firms are chosen and what the final scores are. This is an as needed contract, so there is no guarantee that any amount will be expended in any given year. To provide a general idea, the last time this contract was issued, a total of \$6.6M was awarded to four firms, ranging from \$1.2M to \$2.1M.

Question 2: This proposal calls for us to fill in 3 tiers of inspector hourly rates. Should we submit rates and potential hours for Project Manager, Administrative Personnel and Inspection Supervisor, or should this be baked into the hourly inspection rates?

Answer 2: Refer to Note 2 of the Fee Schedule. All supervisory, training, and administrative time shall be included in the Inspector's hourly rates. Project Management will be provided by the City.

Question 3: Are proposers able to include two or more staff people for the Construction Specialist role/service in their proposal?

Answer 3: Yes, list the number of staff in this classification in the Fee Schedule. If a firm provides more than one Construction Specialist, they shall be assigned to projects prior to construction, as inspectors are. Their time will be requested by the City.

The intent of this is for billing transparency. There should be no charges other than the Inspector assigned to the project and requested time from the Construction Specialist(s).

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