

ADDENDUM No. 1

RFP No. 995

GENERAL CIVIL ENGINEERING AND SURVEYING SERVICES

Due Date and Time: February 2, 2017 at 2:00 P.M. (Local Time)

The following changes, additions, and/or deletions shall be made to the Request for Proposal for General Civil Engineering and Surveying Services RFP No. 995 on which proposals are to be received on/or before February 2, 2017 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 2 pages.**

Offeror 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 nonconforming.

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

- City of Ann Arbor Non-Discrimination Ordinance Declaration of Compliance
- City of Ann Arbor Living Wage Ordinance Declaration of Compliance
- Vendor Conflict of Interest Disclosure Form

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

I. 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: On page 1 of the RFP, under "Objective", it states, "It is anticipated that Inspection services will include both private development work and capital projects with city and/or federal funding." However "Construction Inspection services" are specifically stated as not part of this RFP in Section II – Scope of Services. Are inspection services included?

Response 1: That sentence is referring to inspection in the Objective should be deleted. Inspection (as well as testing and geotechnical) services are procured separately through other RFPs.

Question 2: Will the services be for multiple years? If so. Are we allowed to submit prorated increase at this time for our personnel hourly fees?

Response 2: Per "Duration" on page APP-2, The agreement "shall remain in effect for up to two one-year periods..." The selected consultant(s) shall hold their rates for the two-year period.

Question 3: Does the respondent have to be able to fulfill/perform all required tasks? If so can a "team" of a prime and subconsultant respond?

Response 3: Yes to both. The proposal should specify the services that would be provided by the subconsultant; and the fee proposal shall include hourly rates that will be billed to the City.

Question 4: Regarding Topographic Survey Requirements, would the consultant be expected to contact all of the franchise utilities and request their record drawing information within the project area, as well as obtaining record drawings from the City?

Response 4: Yes

Question 5: Is there a list of potential projects designated for this contract available for review on the City website or other source?

Response 5: No specific projects have been designated for this contract. Typical assignments would include capital improvement projects managed through the City's Project Management Service Unit, such as roads, sidewalk, water main, storm sewer, and sanitary sewer.

Question 6: Does the City anticipate the Consultant working on any Local Agency Program projects as part of this contract, or will all work be locally (i.e. City of Ann Arbor) bid projects?

Response 6: Most projects would be bid locally, but there may be an LAP project assigned to a consultant.

Question 7: Does the City expect (or prefer) the consultant to use a standard set of specifications and pay items, such as MDOT specs and pay items/special provisions, or can the consultant prepare/use its own set of specifications and pay items for various local civil engineering projects?

Response 7: The City utilizes its own standards and pay items, with detailed specifications (special provisions) added to the bid documents for unique pay items. For reference, see the City of Ann Arbor standard specifications (aka "The Orange Book"): <http://www.a2gov.org/departments/engineering/Pages/Engineering-and-Contractor-Resources.aspx>

Question 8: Does the City plan to enter into a contract with only one firm?

Response 8: As in past years with the general engineering services, it can reasonably be anticipated that the City will select three consulting firms.

Question 9: What is the anticipated dollar volume of the contract(s)?

Response 9: The Professional Services Agreement is anticipated to be in the \$100,000 - \$200,000 range per year for each contract.

Question 10: Is there any advantage to being a Disadvantaged Business Enterprise or Woman Owned Firm in the selection process?

Response 10: DBE/WBE status does not specifically factor in the proposal evaluation.

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