

ADDENDUM NO. 1

TO: All Firms

FROM: Jason McGarry, Procurement/Contracts Administrator

SUBJECT: COG2019-04: US-52 Corridor & Engineering Report

DATE: May 9, 2019

This Addendum No. 1 modifies the Request for Proposal (RFP) only in the manner and to the extent as stated herein.

Q1 For the “Certification Regarding Debarment, Suspension & Other Ineligibility & Voluntary Exclusion form I noticed that it is requesting an attorney’s signature. Can you please confirm that we need to have this form signed by an attorney?

A1 Authorized Signer is acceptable

Q2 There are three forms included in the appendix: 1) DBE Certification, 2) Certification Regarding Lobbying, 3) Certification Regarding Debarment, Suspension & Other Ineligibility & Voluntary Exclusion. Do subconsultants need to complete any/all of these, or are they required only of the prime?

A2 Prime only

Q3 Are electronic signatures acceptable on the forms? Or are wet signatures required?

A3 Electronic signatures are acceptable

Q4 Proposal requirement #5 on page 4 of the RFP requests resumes for each listed team member. Are the Section E resumes included with the accompanying SF330 sufficient? Or are separate resumes required? And if separate resumes are required, are the resumes included in the 25-page limit?

A4 The SF Form 330 (Section E) resumes are required for all the proposed team members listed on the project (following the Form 330 format) and these do not count against your 25-page limit.

Q5 Regarding the forms on pages 19 – 21 of the RFQ, is just the prime/lead firm required to sign those or do any sub-consultants we have on our team need to have those signed as well? And do those count towards the page limit?

A5 Only the prime and they do not count against the 25-page limit

Q6 On page 3 of the RFP, it states that: Proposals must not be more than the equivalent of 25 single-sided 8 ½ by 11-inch pages in length (not counting the front and back covers of the proposal, cover letter of interest, section dividers that contain no information or SF 330 forms). The font size should be no smaller than 12 pt. If we were to include a Table of Contents within our response, would that page be

subject to the 25-page limit?

A6 Table of contents would not be included in the 25-pages.

Q7 There are several forms (pages 19 to 21) in Appendix D of the RFP that appear to require action by respondents: Certifications and Assurances; Certification Regarding Lobbying; and Certification Regarding Debarment, Suspension & Other Ineligibility & Voluntary Exclusion

Are respondents required to include these forms with our response? They were not mentioned in the list of required items in RFP Section IV Request for Proposals.

If they are required, are they exempt from the 25-page limit?

A7 Forms must be included with your proposal and would not be included in the 25-pages.

Q8 May we use a font smaller than 12-point for graphics, tables, and captions?

A8 Yes

PROPOSER SHALL ACKNOWLEDGE RECEIPT OF ADDENDUM NO. 1 IN THE SPACE PROVIDED BELOW AND RETURN WITH PROPOSAL. FAILURE TO DO SO WILL SUBJECT THE PROPOSAL TO REJECTION.

Authorized Signature

Firm

Date