



CITY OF HOPEWELL – Hopewell Water Renewal

IFB # 06-19 – ENGINEERING SERVICES

MAY 25, 2018

ADDENDUM NO. 1 TO ALL OFFERORS:

Reference: IFB #06-19
Commodity: ENGINEERING SERVICES
Dated: May 8, 2018
For Delivery To: City of Hopewell
Office of the City Clerk
Municipal Building – 2nd Floor
300 North Main Street
Hopewell, Virginia 23860
Bid Due: May 31, 2018

The City of Hopewell has received and reviewed the below questions/requests related to RFQ #06-19-Engineering Services and offers the following responses as Addendum#1.

- 1. Qualification: 1.c.** Proposed organization of firm and sub-consultants. Indicate proposed team member involvement and provide an Owner reference. **Clarification:** The purpose of this qualification is to provide an organization chart or outline of how the submitting firm and its sub-consultants have worked on together on a similar project and provide a reference from the owner of the project that is described.
- 2. Qualification: 1.b.** Experience of firm and sub-consultants on similar projects (Limit to five projects).**Clarification:** This is meant to be a list of 5 projects that the submitting firm and its sub-consultants have worked on together.

Qualification: 1.d. Identification, location, qualifications, and experience of project manager and principal project team members including sub-consultants. Provide short form resumes and a maximum of five reference project descriptions in Appendices. Indicate involvement of proposed team members in each reference project. **Clarification:** For the 5 projects described in the Appendices as the reference projects, provide the identification, location, qualifications and experienced of the project manager and principal project team members. This information should be included in a short form resume. These personnel described in this qualification should be the personnel that worked on the 5 projects described in the appendices so it is not an additional 5 projects.

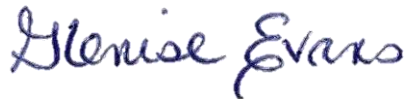
Qualification: 1.e. Demonstrated ability to meet schedules. List a maximum of three projects providing such information as design schedule, bidding and award schedule, construction schedule and how these timeframes were met. **Clarification:** This item

could list 3 additional projects where schedule compliance was met, however, it would be helpful if these 3 projects were also projects used in the appendices and in 1.d.

Qualification: 1.f. Demonstrated ability to stay within budget. List a maximum of three projects providing such information as original total project budget, Firm's estimate at bid time, accepted bid price, change orders and the reason for the change, and all other issues affecting the overall project cost. **Clarification:** This item could list 3 additional projects where budget compliance was met, however, it would be helpful if these 3 project were also projects used in the appendices and in 1.d and 1.e.

Note: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the proposal due date and hour or attached to your proposal. If proposal was already submitted for proposal opening date of May 24, 2018 and changes are required in the offeror's pricing then offeror must submit a new proposal package with new pricing. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document must be signed.

Please sign and include this form as part of your proposal response to verify receipt of Addendum #1.



Glenise Evans, Purchasing Agent

Signature of Receipt of Addendum #1

Date

Company Name