



DATE: October 9, 2024

TO: RFQ Distribution List

FROM: Quynh Byrer, Acting Assistant Public Works Director/City Engineer

SUBJECT: **Addendum No. 1 to RFQ No. R251084 for the City of Mountain View for Public Works Department Land Development Civil Engineering Support Services**

This Addendum becomes a part of Request for Qualifications (RFQ) No. R251084 and must be signed, acknowledging receipt, and returned with the completed qualifications statement.

The City's Response to firms' questions and clarification request:

- 1. The RFQ lists four areas of Civil Engineering Support Services. If a firm only provides one or two of the services listed, will that firm be deemed nonresponsive because they don't provide all services areas?**

City Response: Firms may submit a Statement of Qualifications for any or all of the services identified on the RFQ list. A firm would not be deemed nonresponsive for providing one or two of the services listed.

- 2. If a firm only provides one of the four services listed, can the firm submit for just that one service area?**

City Response: Yes, a firm may submit for just one of the service areas.

- 3. Is the RFQ looking for a separate proposal for each of the four service areas listed? If a firm is submitting for all four areas, would that result in four separate proposals (each with a page count as identified in the RFQ)?**

City Response: The Statement of Qualifications for each service area can be combined in one proposal.

- 4. Do the front and back covers count toward the 20-page limit?**

City Response: No, the statement of qualification shall have a maximum of twenty (20) pages excluding cover and back covers.

- 5. Should a firm provide a single hourly rate for the entire contract, or submit rates for each contract year?**

City Response: Once the City establishes the on-call services list through the RFQ process and there is a need for services, firms will be requested to submit an updated hourly rate fee schedule and fee proposal when submitting the Request for Proposals (RFP).

- 6. Section O.c. states the firm needs to have a minimum of 5 years of longevity. Does a firm in business less than 5 years qualify for the proposal?**

City Response: As part of the criteria for qualifications, firms are required to have a minimum of 5 years of longevity.

- 7. Can you provide the unlocked version of the forms to fill out?**

City Response: Attachment A and B are unlocked and fillable PDFs. Attachment C is a sample contract between selected Firms and the City of Mountain View, and it is for reference only.

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The Firm(s) shall acknowledge the receipt of this Addendum No. 1 on the qualifications statement and attachments when submitting a Statement of Qualifications and retain a copy for the Firm's files.

Company Name:

By: _____
Authorized Signature

(Signifying receipt and understanding of this Addendum; include with Statement of Qualifications.)

Name: _____

Title: _____

Date

End of Addendum No. 1