

**ADDENDUM No. 2**  
**On-Call Engineering Services RFQ No. 2021-001**  
**Issued – February 3, 2021**

**To: Respondents of Record**

**From: City of San Luis, Arizona**

The following addendum to the City of San Luis On-Call Engineering Services RFQ No. 2021-001 project is made. Make all revisions to the Request for Qualifications Packet Documents stated herein. Insofar as the original RFQ packet documents with this Addendum, the Addendum shall govern. The acknowledgement of receipt of this Addendum is required to be completed in the space provided on this Addendum and return with their Statement of Qualifications.

This Addendum No. 2 consists of the following

- **Request for Clarification & Clarification Response (3 pages)**

**RFQ PACKET CORRECTIONS AND QUESTIONS**

**CONFIRMATION:**

All addenda are be posted on the City's website <https://www.sanluisaz.gov/bids.aspx?bidID=11>.

Respondents shall submit their Statement of Qualifications (SOQ) describing their consultant services, knowledge and experience in accordance with the SOQ packet and applicable addendums. **The City Clerk will receive proposals until 4:00 p.m. (Arizona Time) on February 11, 2021 at City of San Luis City Hall | 1090 E. Union Street | PO Box 1170 | San Luis, AZ 85349.** The City of San Luis reserves the right to reject any and all submittals or cancel this solicitation at any time. **All sealed submittals should be clearly identified as "On-Call Engineering Services RFQ No. 2021."**

**CHANGE:** Corrected tentative interview dates are **February 24-25, 2021** (may be subject to change).

**Reference:** *Schedule of Events Section X. Selection Process and Schedule Category D. (p.5.1)*

**CHANGE:** Submit one fully-executed (1) pdf copy and one (1) USB thumb-drive/flash drive containing a digital copy in PDF or PC readable format clearly identified with the firm's name.

**Reference:** *VIII. SOQ FORMAT & PROCESSING (p. 9)*

**CHANGE:**

In the absence of any conflict of interest vis-à-vis a specific project, the City expects, but cannot guarantee in every instance, that the engineering firms(s) will be assigned to provide the requested engineering services. **For example, the firms(s) cannot provide engineering services to the City of San Luis for any task or project where, in the opinion of the City Attorney, a conflict of interest exists, if such an engagement were to be made.** Services provided will be under the direction, seal and signature of the appropriate professional engineer(s) registered in the State of Arizona and active good standing with the Arizona State Board of Technical Registration.

**Reference:** *RFQ Packet VII. CITY'S RESPONSIBILITIES Conflict of Interest A.1.d. (p. 9)*

**QUESTION:** Is it possible to submit as both a prime and be listed as a subconsultant to another firm submitting as a prime?

**RESPONSE:** Yes, in the absence of any conflict of interest and in the opinion of the City Attorney.

**Reference:** RFQ Packet VII. A. CITY'S RESPONSIBILITIES 1.d.

In the absence of any conflict of interest vis-à-vis a specific project, the City expects, but cannot guarantee in every instance, that the engineering firms(s) will be assigned to provide the requested engineering services. For example, the firms(s) cannot provide engineering services to the City of San Luis for any task or project where, in the opinion of the City Attorney, a conflict of interest exists, if such an engagement were to be made.

**QUESTION:** (ESP Group, Inc.) Would you consider an emailed SOQ submittal (PDF) only – rather than the delivery of 2 hard copies and 1 thumb drive to San Luis City Hall – due to concerns about COVID-19?

**RESPONSE:** No, the City will **not** accept emailed or faxed SOQ submittal.

**QUESTION:** (Kimley-Horn) Is grant writing assistance part of this RFQ?

**RESPONSE:** Yes, depending on the project and direction from City Council.

**QUESTION:** (James Davey and Associates) Clarify teaming arrangement?

**RESPONSE:** City staff stated that having the capability of a teaming arrangement would be ideal, but if an arrangement changes prior to project assignment the City is flexible if the change is consistent with and meets all original qualification requirements.

**REVISED:** Language change highlighted below:

2.Firm must have an Arizona Registered Land Surveyor, **Electrical Engineer and Mechanical Engineer** on staff or an **engagement or team arrangements or contract** with a Registered Land Surveyor (RLS), licensed by the State of Arizona, and with an office in Arizona at time of submittal.

3.Firm must have in-house CAD/GIS capabilities or have an **engagement or team arrangements or contract** with a provider of same at time of submittal.

4.Firm must have in-house Geotechnical testing capabilities or an **engagement or team arrangements or contract** with a provider of same at time of submittal.

5.Firm must have in-house environmental services capabilities or an **engagement or team arrangements or contract** with provider of same at time of submittal.

**Reference:** VIII. SOQ FORMAT & PROCESSING B. Consultant Experience and Qualifications No. 2-5 (p. 10)

**QUESTION:** (Kimley-Horn) Under the Revised VIII. SOQ FORMAT & PROCESSING, in the Projects section on page 10, the RFP states, “list two (2) of the most significant engineering/engineering services projects that your firm has undertaken for a municipality or other unit of local government in at least four (4) of the following categories...” To clarify, we are being asked to show a total of two projects or two projects per category that we choose from the list?

**RESPONSE:** City prefers the latter.

**QUESTION:** Are letters of reference and letters of recommendation included as part of the page count or treated as appendices?

**RESPONSE:** Formal letters of references and letters of recommendation will **not** be required, but citation within the respondent’s SOQ are required. **Reference** (p. 11)

**Delete:**

Include three (3) letters of recommendation from three (3) clients, of which at least two (2) from local government clients. The reference information should include: Client name, contract title, primary contact information (email and phone number), contract dates, contract amount, type of contract (private/public), length of relationship with client and description of innovative solution to meet customer needs.

**Replace:** Cite, within the SOQ, at least three (3) clients, of which at least two (2) from local government clients. The reference information should include: Client name, contract title, primary contact information (email and phone number), contract dates, contract amount, type of contract (private/public), length of relationship with client and description of innovative solution to meet customer needs.

**DELETE:** Each interviewee will make a 15-minute presentation and respond to committee questions.

**REPLACE:** Each interviewee will respond to committee questions based the respondent’s SOQ submission.

**Reference:** *Section X. Selection Process and Schedule Category D (p.11)*

**QUESTION:** (Kimley-Horn) Would the city be open to modifications to the indemnification language?

**RESPONSE:** Yes

**Delete:** Attachment B; Illustrative Agreement Language; Section X; Indemnity

**Replace:** Attachment B; Illustrative Agreement Language; Section X; Indemnity with the following language:

To the fullest extent permitted by law, except as limited by A.R.S. §34-226, the Engineer agrees to defend and indemnify the City and its officers, agents, and employees against any and all actions of any character brought because of any injury or damage sustained by any person, persons, or property resulting from any asserted negligent act, error, or omission of the Engineer or its agents or employees, in whole or in part. The indemnity required here shall not be limited by reason of the specification of any particular insurance coverage in this Agreement.

**Please sign, date and include this document with your proposal. Failure to do so will constitute an incomplete proposal submission.**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**