

**ADDENDUM No. 1**  
**On-Call Architectural Services RFQ No. 2021-002**  
**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 Architectural Services RFQ No. 2021-002 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 consists of the following

- **Request for Clarification & Question Response (2 pages)**

**RFQ PACKET CORRECTIONS AND QUESTION**

**CONFIRMATION:**

All addenda are be posted on the City's website <https://www.sanluisaz.gov/bids.aspx?bidID=12>

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 3:00 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.

**CHANGE:** Submit one fully-executed (1) pdf hard 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 to the City Clerk (see above for address information).

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

**CHANGE**

**REVISED:** Language change highlighted below:

2.Firm must have an Arizona Registered Land Surveyor 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)

**CHANGE:** Corrected tentative interview dates are February 22-23, 2021 (may be subject to change).

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

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

**REPLACE:** Each interviewee will respond to committee questions based on respondent's SOQ.

**Reference:** Section X. Selection Process and Schedule Category D.

**QUESTION:** Do all team members need to be licensed in the State of Arizona.

**RESPONSE:** Lead firm, principal architect and land surveyor, mechanical engineer and electrical engineer and sub-consultants are required to be registered and licensed in the State of Arizona.

**Reference:** VIII. SOQ FORMAT & PROCESSING B. Consultant Experience and Qualifications No. 1 – 3 (pp.9-10)

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

**Reference:** VIII. SOQ FORMAT & PROCESSING B. Consultant Experience and Qualifications No. 3 (p. 10)

**QUESTION:** If a firm has both the capacity to submit a proposal for both RFQ 2021-02 On-Call Architectural Services and RFQ 2021-01 On-Call Engineering Services is that permissible?

**RESPONSE:** Yes, if a firm is qualified to submit for both RFQs.

**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. CITY'S RESPONSIBILITIES - A.1.d. (p. 9)

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 architectural firms(s) will be assigned to provide the requested architectural services. For example, the architectural firms(s) cannot provide architectural 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.

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

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

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