

### **ADDENDUM NO. 3**

#### Request for Proposals for Facilities Condition Assessment Services

To All Proposers:

The following clarifications are hereby provided for the Request for Proposals (RFP) for the Facilities Condition Assessment Services.

#### **CLARIFICATIONS:**

The City is replacing section 5.0 with the following text:

#### **5.0 PROPOSAL REQUIREMENTS**

Proposals should demonstrate the qualifications, experience, and capacity of firms to provide the requested services to the City. Proposals will be evaluated in accordance with the evaluation criteria and scoring described below.

##### **1. Transmittal Letter (Required, Not Scored)**

A signed letter of transmittal briefly stating the proposer's understanding of the work to be performed, the commitment to perform the work within an appropriate level of responsiveness and timeliness, a statement of why the Firm believes it to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for 90 days.

##### **2. Firm Qualifications and Experience (Required, 35 points)**

Briefly describe the experience of the firm and the key personnel assigned to the project. At minimum, provide:

- a. A brief overview and history of the Firm providing the requested services.
- b. Name, qualifications and experience of the Firm's proposed Project Manager and key personnel responsible for conducting the requested services for the City. Include resumes of the key personnel who will physically perform the FCA, conduct related analysis, perform estimating, and prepare the final report. Each resume shall reflect the competency of each staff member for the work, noting past experience and expertise of similar scope and complexity.
- c. At minimum, provide three (3) examples of experience providing facility condition assessments to public and/or municipal entities. Provide a client reference with email addresses and phone numbers for each project example.

### **3. Approach (Required, 25 points)**

The Firm's approach to providing the required services including the strategy for ensuring appropriate resources are available to the City throughout the term of the contract. Include:

- a. The Firm's ability to meet the proposed scope of work, including the approach to working cooperatively with City management and staff to accomplish each task. Outline any recommended changes to the scope of work with a description of why the recommended changes would benefit the City.
- b. A preliminary staffing plan with proposed roles and responsibilities for key personnel.
- c. A proposed schedule for completing the requested services along with a description of the potential challenges related to COVID-19 and how your Firm plans to mitigate these challenges.
- d. A list of sub-consultants required to meet the Scope of Work

### **4. Service Pricing (~~Required, 40 points~~) (Required in a sealed envelope. See Addendum #1)**

Provide a proposed fee for fulfilling the requested services. The fee proposal should describe the Firm's approach to providing the requested services efficiently and effectively and include:

- a. A list of hourly rates by proposed team member.
- b. The number of hours estimated to complete each task.
- c. A breakdown of the estimated expenses.
- d. A total Not-to-Exceed fee proposal, including expenses, for the requested services.

### **5. Special Firm Capabilities (Required, 5 Points)**

Provide a brief description of the Firm's special capabilities as they relate to similar work as described in this RFP or that make them stand out from other Firms.

All Proposers shall acknowledge receipt and acceptance of this Addendum No. 2 by signing in the space provided and submitting the signed Addendum with the bid. Proposals submitted without this Addendum will be considered irregular and may not be accepted.

RECEIPT OF THIS ADDENDUM IS ACKNOWLEDGED AND CONDITIONS ARE HEREBY

AGREED TO THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2021.

\_\_\_\_\_  
Proposer's Name (Company)

BY: \_\_\_\_\_  
(Signature)

**END OF ADDENDUM NO. 3**