

November 22, 2024

TO: Potential Proposers

FROM: Michelle Compton

RE: On Call M/E Services for Academic Projects
RFP #91123 MC
Addendum #2 dated 11/22/2024

The following information is made available on the above referenced solicitation and is issued as Addendum #2 dated 11/22/2024.

The due date and time for the Technical proposal is Tuesday, December 17, 2024 at or before 2:00 pm. Receipt of this addendum is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda" form and including it within your Portfolio submission.

Clarifications:

Questions:

1. **Page 24 – III. Workload** – this asks for projects of \$50K or above in design fees; do you wish only projects in the design phase be listed or do you want projects, which meet the \$50K threshold, also be included as part of the firm's workload?
Provide active projects with design fees over \$50,000 that are currently underway. Firms should include active projects, in any phase, where the design fees are over \$50,000.
2. **Page 24 – V. Partnering** – as noted, this is not where we would list consultants; please confirm this is where another firm would be listed if we were pursuing this in "association with" or as a Joint Venture?
The Partnering section is where firms would indicate whether they are partnering (submitting in "association with" or putting forward the proposal as a Joint Venture) with another firm.
3. **Page 27 - MBE & DEI** – we understand this is where MBE subs should be included; should any non MBE/WBE subs which may be required, also be included here? Or should they not be included at all? And they should, where should they be discussed?
The MBE & DEI section of the technical response should include information related to answering the following, per RFP Section 3.1.5:
 - **Describe your past success engaging MBE firms. Include MBE firms you regularly partner with, work scopes that provide opportunities, and innovative approaches. Also describe your commitment and demonstrated experience in supporting Diversity, Equity and Inclusion principals in your own organization.****Per RFP Section 3.1.3, firms should provide information for other subconsultants who participated on the design for the proposed project.**
4. **Projects. What size response are you looking for the for the firm experience (3.1.3)? Would you like each project sheet to be A3-sized or 8.5x11?**
Each project should be on an 8.5x11 piece of paper.

END OF ADDENDUM #2 DATED 11/22/2024

Enclosed: Addenda Acknowledgment Form;

RFP NO.: 91123-MC

TORP FOR: On Call M/E Services for Academic Projects

DUE DATE: Tuesday, December 17, 2024, at or before 2:00 PM.

NAME OF PROPOSER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1 dated 11/13/2024

Addendum No. 2 dated 11/22/2024

Addendum No. dated _

Addendum No. dated _

Addendum No. dated _

Addendum No. dated _

Signature _____

Printed Name _____

Title _____

Date _____