

## **ADDENDUM NUMBER 1**

June 16, 2015

**PROJECT:** ON-CALL ENGINEERING SERVICES IN SUPPORT OF FY2016 – 2020  
WATER RESOURCES MANAGEMENT AND WATER SYSTEM  
IMPROVEMENTS RFP ‘15/41/P

**OWNER:** City of Santa Fe –Water Division

### **NOTICE TO PROPOSERS:**

The purpose for this addendum is to provide additional information and clarify 3 requirements in the RFP, as follows:

- 1) Page ADV-2. Please see the attached revised schedule that includes an extension of time for receipt of proposals (July 1, 2015 due date)
- 2) In Section VII – Submittal Requirements, Part H –Quality Assurance/Quality Control Program. Given the large size of Quality Manuals, Quality Management Procedures Manuals, Quality Procedures, records management procedures, and business procedures, that comprise Quality Assurance/Quality Control Programs the City requests a general narrative description and a reference list and table of contents for the QA/QC program be included please.
- 3) EVAL 16. Please substitute the INTERVIEW EVALUATION FORM with the attached version that has been slightly modified.

All other pertinent information to remain the same.

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### **RECEIPT ACKNOWLEDGE BY PROPONENT**

This addendum will be part of the RFP documents and shall be included with bid submittal. Non-receipt of addenda by FRP in no way relieves proponent of obligation of compliance with any terms and conditions stated in the addenda.

**PROPOSAL SCHEDULE FOR RFP # '15/41/P**

- |  |                              |
|--|------------------------------|
| 1. Advertisement   | <b>May 27, 2015</b>          |
| 2. Issuance of RFP'S:  | <b>May 27, 2015</b>          |
| 3. Receipt of proposals:                                     | <b>July 01, at 2:00 p.m.</b> |
| 4. Evaluation of proposals:                                  | <b>July 09, 2015</b>         |
| 5. Interviews:   | <b>July 14-15, 2015</b>      |
| 6. Negotiation of Contract:                                  | <b>July 21, 2015</b>         |
| 7. Recommendation of award<br>to Public Utilities Committee: | <b>Aug 05, 2015</b>          |
| 8. Recommendation of award<br>to Finance Committee:          | <b>Aug 17, 2015</b>          |
| 9. Recommendation of award<br>to City Council:               | <b>Aug 26, 2015</b>          |

**DATES OF CONSIDERATION BY PUBLIC UTILITY AND FINANCE  
COMMITTEE AND CITY COUNCIL ARE TENTATIVE AND SUBJECT  
TO CHANGE WITHOUT NOTICE.**

## INTERVIEW EVALUATION FORM

RFP: '15/41/P

### PROJECT: ON-CALL ENGINEERING SERVICES IN SUPPORT OF FY2016 – 2020 WATER RESOURCES MANAGEMENT AND WATER SYSTEM IMPROVEMENTS

ENGINEERING FIRM: \_\_\_\_\_

Criteria	Weighted Value	(1=low, 10=high)	Total Score	Max Score
<b>1. Grasp of project requirements and Presentation of Technical Approach /Methodology:</b> Evaluation of firm's discussion and analysis of project and local issues; evaluation of discussion of its project & engineering design and analysis; evaluation of technical approach discussion and relationship to fee. Does firm grasp lead times for official actions and do they manage that within their schedule, and clear understanding of local hydrologic, cultural, regulatory and environmental conditions.	<b>25</b>			<b>250</b>
<b>2. Technical and presentation skills:</b> Evaluation of firm's discussion of capabilities to organize and present concepts and technical information with clarity, and credibility, supported by visual, aids, ability to complete SOS tasks, past experiences and lessons learned.	<b>20</b>			<b>200</b>
<b>3. Project management and cost control measures:</b> evaluation of firm's & specific project team members' discussion pertaining to relevant experience & expertise needed to complete SOS; does this discussion tend to support firm's stated qualifications, experience and expertise related to engineering, project management and cost control measures.	<b>20</b>			<b>200</b>

<b>4. Responses to other relevant issues:</b> Firm's responses to questions raised by Selection Committee evaluation and responsiveness of firm to specific SOS technical and management matters and issues.	<b>20</b>			<b>200</b>
<b>5. Proposed Fees:</b> Firm's justification for basis of fees and other direct costs.	<b>15</b>			<b>150</b>
<b>Total Score</b>	<b>100</b>			<b>1000</b>

Multiply the Total Score by factor of 1.10 if company has an approved Local Preference Certification form included with proposal:

**Local Preference Score, if applicable: Total Score x 1.10 = \_\_\_\_\_**

Please do not minimize the importance of an adequate response in any area.

SELECTION COMMITTEE

EVALUATOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_