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Addendum 1

Bid No. PC22-021

Professional Services for Panama City SRF Projects - General Engineer(s) - Continuing Basis

February 21, 2022

Questions:

1. It states that three unbound, tabbed original hard copies on digital copy is provided. Does this mean that none of the three are to be bound, or do we submit one bound and three unbound copies or two unbound?

None of the proposals, including the original should be bound.

2. Under Section 4.1 – Submission requirements, it states, “each item of the qualification as stipulated...shall be separated by a tabbed divider identifying the corresponding item number. This would indicate that all forms be divided. However, Table of Contents has Section A through Section C. I assume we divide the Sections, and then subdivide the forms, correct?

4.1.1 Content of Qualifications and Experience Requirements: All forms referenced in Sections 4.1.1-4.1.3 are required (as applicable). **A. Table of Contents the Table of Contents should follow in sequential order the sections and documents specified in Section 4.1.1-4.1.3, including all documents requested in subsections. All pages of the Qualification must be consecutively numbered and correspond to the Table of Contents.**

3. Under 3.5.5 of the, it states “*If proposer has any Other Personnel, they must be licensed and practicing as a CADD Technician for a minimum of 5 years.*” Please clarify, as CAD Technicians do not normally require licensing. Are we supposed to be including something for CAD Technicians?

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The project manager does not need to be licensed as there is no license. But must have the required experience.

4.1.1- I. Qualifications and Experience of the CADD Technician (on staff only):

Proposer shall complete and submit **Form RFQ-QSC** for this section of its Qualification for any CADD Technician on staff. Proposer shall identify the CADD Technician's number of years of experience in the required professional services. Licenses and any other pertinent information shall be submitted which demonstrate satisfaction of all the CADD Technician requirements identified in Section 3.5, "Minimum Qualification and Experience Requirements."

Additionally, a detailed resume is required to be submitted for the CADD Technician that reflects the CADD Technician's education, qualifications, and experience within the last five years on currently ongoing or completed projects similar in nature to the Project described in this RFQ. Projects referenced in resumes shall, at minimum, include the following information: client name, client address, client contact information, description of work, the year the project was commenced and completed, and the total value of the project in terms of the entire cost.

4. It states that all forms required can be obtained from Lauryn (so as way of this email we are requesting the forms needed to be submitted).

The forms will be emailed to the requesting email address.

Acknowledgment of receipt of this addendum is not required. Addenda are posted on the City website and the proposer/bidder is responsible to check this site prior to the bid opening.