



# CITY OF KYLE

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## ADDENDUM NO. 1

### **Request for Statement of Interest and Qualifications Surveying Services Rotation List “K22-23.9”**

**July 27, 2023**

#### **1.0 Addenda Purpose**

The purpose of this addendum is to modify/clarify sections of the issued RFQ or answer questions received from prospective responders.

#### **2.0 Questions and Answers**

Question #1: Please clarify it for criteria 7. Project workload of the firm if the city is looking for relevant surveying project workload or all projects the firm is working regardless of services being provided.

*Response #1. The City is looking for relevant surveying project workload of the responder.*

Question #2: Project workload of the firm, is there a specific format the City is looking for? Example: a list of current projects, percentages, timeline. Any specific info required on the projects being worked?

*Response #2. There is not a specific format the City is looking for. Information with respect to staff and crew availability, work production history completion rate with respect to service requested, the services performed by the staff tied to specific project or task, (plat, easement, project topography, etc.) are items which at minimum should be included in the responders' submittal.*

Question #3. Is an organizational chart required? If so, which evaluation criteria should it be included under?

*Response #3. An organization chart for the companies surveying operations is not a requirement but depending on how the firm manages surveying tasks it would be good to include one under Criteria 1 Overall Experience of the Firm. For example, if the firm performs multiple engineering services and the surveying leader answers to another supervisor for the firm's commitments then that could affect the delivery of requested information to the City depending on staff availability, and possibly other factors.*

Question # 4. Are resumes required to be provided? If so, which part/section of our response should they be provided in?

*Response #4. Surveyor registration and standing information is required. Resumes can be included in their own section and are not counted toward the 10 pages (front and back) maximum page submitted.*

Question #5. For selection criteria 1. Overall experience of the firm, is there specific information the city would like to see about our firm?

*Response #5. The legal name of the firm, contact information, and the year the firm was established are minimal information that should be included in this section. Each respondent will need to provide information they believe is relevant as the City utilizes a panel for the selection of a firm and each member reviews independently utilizing their discretion in the scoring they determine for each firm.*

Question #6. Would a Table of Contents count towards the page limit?

*Response #6. The Table of Contents would not count toward the maximum 10 page (front and back) allowed for this RFQ submittal.*

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City Engineer