



# CITY OF KYLE

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## ADDENDUM NO. 1

### Request for Statement of Interest and Qualifications

#### 2017 General Civil Engineering Services Rotation List "K16-17-3"

April 11, 2017

#### 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 Emailed Questions and Answers

Q1: Item 2: Proposed Staff d) Provide staffing by area of expertise

Please provide clarification on what you want to know from this information. They will help us show the information in a way that is useful to you. Also, should the chart include all staff within the firm or just those shown on the org chart? How should we convey information on staff who have multiple expertise?

*A description/list of key personnel, organizational chart format is helpful, and a list/table of the various areas of expertise with a total number of staff that will be available in the Kyle area per area of expertise. Staff with multiple areas of expertise can be counted within each applicable area of expertise.*

#### 3.0 Pre-Submission Conference Question and Answers

Q1: The RFQ states one (1) electronic authenticated copy (CD or flash drive) shall be included with the RFQ submittal; what constitutes "authenticated"?

*The RFQ requires either a CD or flash drive; disregard the term "authenticated".*

Q2: There are currently five (5) firms in the city's General Civil Engineering Rotation List that will be ending soon; this RFQ is looking for three (3) firms, for clarification, there will only be three (3) firms on the city's General Civil Engineering Rotation List after the selection from this 2017 RFQ?

*Yes, the current firms selected from the 2014-2015 General Civil Engineering Services Rotation List RFQ will be replaced with three (3) firms from this RFQ. The current firms may receive a project in the interim until three (3) firms from this 2017 General Civil Engineering Services Rotation List are selected and approved by City Council.*

Q3: Can the city share a list of the current firms from the 2014-2015 General Civil Engineering Services Rotation List?

*Yes; K Friese & Associates, Lockwood, Andrews & Newnam, Inc (LAN), LJA Engineering, Inc., Neptune-Wilkinson Associates, Inc. and HDR.*

Q4: Will the city issue RFQs for larger projects?

*It is highly unlikely that the city will issue RFQs for projects once City Council approves the firms selected for the 2017 General Civil Engineering Services Rotation List. The purpose of this rotation list is to eliminate the need to issue RFQs for city projects.*

Q5: Is the city expecting the same expenditures for this next rotation selection?

*Yes, possibility more. The city has a lot of projects so it will depend on the projects and City Council approval of those projects.*

Q6: Since this RFQ closes on May 3, 2017, and it is projected for City Council approval on June 6, 2017, are interviews to be expected within a week or two of the RFQ closing?

*Interviews will be conducted as quickly as possible; preferably within two (2) weeks depending on scheduling. However, the City Council approval date may be pushed to the June 20, 2017 City Council meeting.*

Q7: What kind of CIP projects does the city have for the next two to three years?

*Most of the CIP projects for the next two to three years are wastewater projects. The city is not anticipating a lot of water projects, not all piping and water infrastructure is in place but most projects focus on wastewater.*

Q8: Are the wastewater models being done internally?

*No, the water and wastewater models are currently being done by Burgess & Niple.*

Q9: For CIP projects/routine Public Works projects, do you anticipate the new consultants to be doing development review work?

*This has not been discussed yet but it could be a possibility for the new firms selected to be assisting with development reviews.*

Q10: Is the city looking for firms to team together or work solo?

*That will be left up to the firms to decide. This RFQ is for general civil engineering services so if a firm does not have a surveying crew, the firm could team with another firm for survey work in the event survey work is required for a project. The city does not have a requirement for minority firms but the city does encourage it.*

Q11: The RFQ discusses qualification specification, is that the RFQ itself?

*Yes.*

Q12: Is there a specific interview format the city is anticipating and how much preparation time will the city give the firms selected for interviews?

*The city has not chosen the questions yet but the interview should last no longer than an hour and the city will try to give the firms a week or two to prepare for the interviews.*

Please acknowledge receipt of Addendum No. 1 in your cover letter.



Leon Barba, P.E.  
City Engineer