



City of Roswell

ADDENDUM "ONE" RFP-22-005

DATE: November 2, 2021
 TO: Proposers
 PROJECT: **Engineering - Architectural Services**

NOTICE TO PROPOSERS: The following addendum shall be incorporated into the Proposal for the above referenced project. This addendum must be acknowledged in the space provided within your submission to **RFP-22-005** on the "**Proposal Acknowledge Form**" included with the RFP document. Failure to acknowledge can deem your proposal as non-responsive and will be returned. This will be the final Addendum for this project and no other questions will be accepted.

Q 1: Is it acceptable to submit a signed and dated rate and fee schedule for our company in lieu of the form included in the RFP?

A: **You may. This RFP is to qualify vendors. Once a specific task is required, selected vendors will be sent an RFQ (Request For Quotes) based on task/requirements specifically.**

Q 2: Though this seems to be geared towards Architects and Engineers, with the scope including Landscape Architecture and Planning, would the City accept a proposal that is primed by a Landscape Architecture/Planning Firm?

A: **Yes, this RFP is to establish a pool that includes Landscape Architecture and Planning. Any professional service firm may submit and be qualified for the specific type of work they offer.**

Q 3: Can the City provide more clarification/information regarding the cost proposal and what it should be based on?

A: **NO Cost Proposal is required, please disregard, DO NOT SUBMIT A COST PROPOSAL for this RFP.**

Q 4: Though this seems to be geared towards Architects and Engineers, with the scope including Landscape Architecture and Planning, would the City accept a proposal that is primed by a Landscape Architecture/Planning Firm?

A: **Please see answer to question two (2).**

Q 5: Is it acceptable to submit a signed and dated rate and fee schedule for our company in lieu of the form included in the RFP?

A: **Please see answer to question three (3).**

Q 6: The City of Roswell RFQ includes language that pertains to Construction bids only, such as the Performance Bonds, Safety Programs, NMSA 1978 §13-4-11 (A), state wage rates shall apply to any bid or proposal on construction, etc. Since this is a professional services RFQ, should we disregard those guidelines?

A: **Please disregard bond etc. Wage Rates Decisions do not pertain to professional services such as these.**

Q 7: Since this RFP is intended for Professional Services, a cost proposal should not be asked for.

A: **Please see answer to question three (3).**



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Q 8: "This letter should be signed by an authorized corporate officer for each entity included as a team proposal". Does this mean that we need to include a transmittal letter for each of our sub consultants proposed for this contract?

A: This RFP is to qualify for a pool of professional services. It is up to you how you present your proposal.

Q 9: RFP page 11: The Title Page and General Information sections request identical information (offeror name, address, phone, web address, contact person). Can these sections be combined or are we to duplicate this information?

A: Yes they may be combined.

Q 10: The Part III scope of work specifications (item 2 scope of work b) requests a performance bond. Performance bonds are not typically required for A/E services; can this requirement be waived?

A: Please see answer to question six (6).

Q 11: Please confirm that the price proposal is requesting hourly wage rates.

A: Please see answer to question six (6).

Q 12: Is structural engineering anticipated to be required for tasks under this contract?

A: If your firm/proposal group do offer structural engineering, please do indicate in your response. This RFP is to establish a pool for future needs of the City.

Q 13: The RFP includes a requirement for a cost proposal. Can you please clarify what the City is requesting as there is no defined scope of work to price?

A: Please see answer to question three (3)

All other provisions of the contract documents shall remain unchanged. This addendum is hereby made a part of the Contract Documents to the same extent as those provisions contained in the original documents and all itemized listings thereof.

By: City of Roswell

Casey Booth, Interim Purchasing Agent, C.P.O

Louis Najar, City Engineer