



**CITY OF GLOBE
ON CALL ENGINEERING SURVEY SERVICES
REQUEST FOR STATEMENT OF QUALIFICATIONS NO. GS-2018-0001
ADDENDUM #4:**

DATE 02-21-18

CLARIFICATION TO RSOQ NO. GS-2018-0001 BID PACKET:

1. **Question:** *The scope (Page 6, III. Scope of Work) seems to primarily focus on survey tasks, but some of the tasks seem to be more design related, so I just wanted to clarify. Do you need on call engineering AND survey services or engineering survey?*

Answer: Refer to Addendum #1. The scope is for Engineering Survey services only.

2. **Question:** *Also under Page 6, II. Background, General, there is a sentence that relates to the approved Capital Improvement Program (CIP). I've looked online to see if I can find a project listing or a CIP for 2018 and/or 2019 and I can't find one. Can you point me in the right direction? This is imperative since Page 3, 3 Offer Format says our understanding needs to focus on City of Globe projects.*

Answer: Our projects are mainly WIFA water infrastructure related at this time. As the City develops its CIP for 2018-2019, surveying work may be required.

3. **Question:** *On Page 3, 3 Offer Format, there is a one-page cover letter AND a one-page General Information. On Page 4, under RSOQ Criteria and Weighted Scoring 1) General Information, it assumes the General Information is in a transmittal letter format. Can you please help clarify?*

Answer: The City does not need extra pages and if the responders do not combine them they will not be disqualified.

4. **Question:** *Does the offer form go in a specific place within the SOQ?*
Answer: No, as long as it is submitted in the packet.
5. **Question:** *In regards to page 11 number 22: Do we need to sign the addendums and include them in the SOQ or do we acknowledge them by signing the offer form and/or cover letter?*
Answer: Acknowledge the addenda and include them. They do not count towards the maximum number of pages. Page 2, "Offer", the last sentence of second paragraph states "The Offeror declares that he or she has received any Addenda issued".
6. **Question:** *In regards to page 11 number 23: What do we need to show as evidence for authority to sign?*
Answer: Acknowledgement from company, on company letterhead, that the signer has the authority to enter into agreements on behalf of the company.
7. **Question:** *Should we follow the Offer Format on Page 3, Number 3 or the RSOQ Criteria and Weighted Scoring section of Page 4-5? They do not correspond with each other. In the offer format it says experience (2-4 pages) and in the RSOQ Criteria and Weighted Scoring section there are two different categories of experience (experience & qualifications and experience of key personnel). In the offer format it says Understanding of City of Globe Projects (2-4 pages) and Approach (2-4 pages). In the RSOQ Criteria and Weighted Scoring section there is only one category (understanding of the project and approach). It seems like we should get 2-4 pages for each individual section of the experience stated in the RSOQ Criteria and Weighted Scoring section, and only 2-4 pages for the understanding of the project and approach stated in the RSOQ Criteria and Weighted Scoring section. Please let me know how we should proceed.*
Answer: The intent was for applicants to get 2-4 pages for each individual section of the experience stated in the RSOQ Criteria and Weighted Scoring section and only 2-4 pages for the understanding of the project and approach stated in the RSOQ Criteria and Weighted Scoring section.

This concludes Addendum #4. This is the final addenda that will be issued for this RSOQ. Responses are due by 2:00 P.M. on Wednesday, February 28, 2018.