



**CITY OF DURHAM**

*Public Works Department*

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Addendum No. 2

Request for Qualifications (RFQ)

RFQ No. SD-2017-01

**Stormwater Professional Services**

1. Section 1.6: If front and back covers are included, they will not be counted towards the fifteen page limit.
2. Section 1.6: 'Required forms, resumes, tabs/dividers, and coversheet do not count toward the page limit.'  
It was incorrectly stated at the Pre-Submittal Conference that the coversheet counted towards the fifteen page limit, it does not count towards the page limit.
3. Section 1.7.1: The coversheet may be two pages. As stated above, the two pages of the coversheet do not count towards the fifteen page limit.
4. Section 1.7.2.A: The address, phone number, e-mail address, project responsibilities, as well as the 'role in and name of similar past projects' may be provided in the resumes for the project manager(s) and key team members rather than on the organizational chart.
5. Section 1.7.2.C: Resumes shall be limited to one page per individual and type size shall be no smaller than 12 points.
6. Form 1 – Key Team Member Matrix
  - a. An updated copy of Form 1 – Key Team Member Matrix will be provided on the project web page (<http://durhamnc.gov/2978>) and is attached below.
  - b. The 'Team Name' is intended to be a repeat of the team or prime firm name.
  - c. Initial Page (page 19): The first page of the Key Team Member Matrix is meant to include the top three key team members representing your team, with the first being the Project Manager.
  - d. Remaining Pages (pages 20-23): The remaining pages are to include the top three key members for each service area described. Include the Individual Name, Firm Name, Number of Years of Experience, Number of Projects (Example: Jane Smith, XYZ Consulting, 12, 4).

**Form 1 – Key Team Member Matrix**

Team Name			
<b>KEY TEAM MEMBERS</b>	<b>Key Team Member 1</b>	<b>Key Team Member 2</b>	<b>Key Team Member 3</b>
Individual Name			
Firm Name			
Professional Certifications/Licenses (Certification/License Number(s))			
Relevant Academic Degree(s)			
Proposed Role/Function for Projects	Project Manager		
Office Location (City, State)			
Number of Years with Current Firm			
Number of Years of Relevant Design Experience			
Number of Years of Relevant Construction Experience			
List Current Relevant Projects, both for the City and for other Clients			
Project:			
Project:			
Project:			
Project:			
Project:			
Project:			

Team Name			
Provide the Individual Name, Firm Name, Number of Years of Experience, Number of Projects (Example: Jane Smith, XYZ Consulting, 12, 4)			
<b>KEY TEAM MEMBERS</b>	<b>Key Team Member 1</b>	<b>Key Team Member 2</b>	<b>Key Team Member 3</b>
Unspecified Stormwater Infrastructure Projects			
Existing condition analysis			
Storm drainage system alternative analysis and recommendations			
Storm drainage system design			
Regional storm drainage system analysis			
Construction documents (plans, technical specifications, bid tabulations, and cost estimates)			
Unspecified Stormwater Quality Projects			
Stormwater control measure (SCM) feasibility study, recommendations, and design			
Channel stabilization			
SCM retrofitting			
SCM rehabilitation			
Stream restoration			
Construction documents (plans, technical specifications, bid tabulations, and cost estimates)			
Operations and maintenance manuals for SCMs			
Development and implementation of ecological and water quality monitoring plans			

Team Name			
Provide the Individual Name, Firm Name, Number of Years of Experience, Number of Projects (Example: Jane Smith, XYZ Consulting, 12, 4)			
<b>KEY TEAM MEMBERS</b>	<b>Key Team Member 1</b>	<b>Key Team Member 2</b>	<b>Key Team Member 3</b>
Support Services: Surveying			
Boundary			
Topographic			
As-built			
Easement and property acquisition			
Support Services: Floodplain			
Flood study			
No-impact certification			
Conditional letter of map revision (CLOMR)			
Letter of map revision (LOMR)			
Support Services: Structural			
Bridge and culvert inspection			
Culvert structural design			
Control structural design			
Support Services: Dam Safety Analysis			
Dam inspection			
Dam rehabilitation			

Team Name			
Provide the Individual Name, Firm Name, Number of Years of Experience, Number of Projects (Example: Jane Smith, XYZ Consulting, 12, 4)			
<b>KEY TEAM MEMBERS</b>	<b>Key Team Member 1</b>	<b>Key Team Member 2</b>	<b>Key Team Member 3</b>
Dam classification			
Breach Analysis			
Emergency action plans			
Support Services: Geotechnical			
Subsurface investigations and reports			
Construction testing			
Support Services: Environmental			
Sediment and erosion control			
Illicit discharge detection and elimination			
Wetland and stream determination			
Wetland and stream permitting and mitigation			
Environmental site assessment (ESA)			
Support Services City/County/State Permitting			
Site plan			
Construction document			
Sediment and erosion control			
Floodplain development permit			

Team Name			
Provide the Individual Name, Firm Name, Number of Years of Experience, Number of Projects (Example: Jane Smith, XYZ Consulting, 12, 4)			
<b>KEY TEAM MEMBERS</b>	<b>Key Team Member 1</b>	<b>Key Team Member 2</b>	<b>Key Team Member 3</b>
Utility coordination			
Railroad agency coordination and permitting			
North Carolina Department of Transportation (NCDOT) coordination and permitting			
Support Services: Public Information			
Meetings			
Outreach Materials			
Support Services: Procurement and Construction Administration			
Bid phase oversight			
Construction administration			