



November 5, 2018

To: Perspective Bidders

Subject: Addendum One

Project: ST-295 Professional Land Surveying

Here are answers to the questions submitted to date for ST-295 RFQ for Professional Land Surveyings.

QUESTIONS and ANSWERS

What is the page limit for the proposal? Does the page limit include cover sheet, cover letter, table of contents, and resumes? Is there any additional formatting requirements? If there is a page limit, do covers, tabs, and the cover letter count towards it?

The page limit is 10 pages; that is ten pages printed one sided, or five pages printed both sides. Additional pages are allowed for cover letter, cover sheet, contents page, tabs and resumes.

How many contracts for services were rendered during the last cycle?

This is the first time we have used a consultant for surveying, so there is data to answer the question.

How many firms provided services during the past cycle?

This is the first time we have used a consultant for surveying, so there is data to answer the question.

What was the average fee for services during the last cycle?

This is the first time we have used a consultant for surveying, so there is data to answer the question.

Section 240-6 states that compensation should be discussed. Can this be our hourly fee schedule?

There should be no information provided in your proposal on compensation or hourly fee schedules. Section 240. Contents of Proposal 6. Compensation is not applicable.

Do we have to include section 240-9, Financial Condition, Insurance, and Bonds if it is listed as not applicable in the RFQ?

No, there should be no information provided in your proposal for Section 240. Contents of Proposal 9. Financial Condition, Insurance, and Bonds.

Which forms from the attached Professional Services Forms packet need to be included in the proposal?

The Participation Document (page 6 of Attachment B – EOE Professional Service Forms) and the Employee Breakdown document are required of all proposers (page 7 of Attachment B – EOE Professional Service Forms).

Is there a preferred method of binding/printing?

No preferred method.

If the content of 240-1 and 240-2 are included in our cover letter, do we need to address them as separate pages or will the cover letter satisfy the requirement?

Address them separately in appropriate sections of the proposal contents.

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