



CITY OF VALDEZ

Planning and Feasibility for and Design of Comprehensive Municipal Harbor Facilities

TO: All Recipients

Date: October 15, 2012

SUBJECT: Addendum No.1

This page Addendum forms a part of the project scope documents and modifies the project scope for the above-referenced project. **Acknowledge receipt of this Addendum in the space provided on the Bid Form.** Failure to do so may subject the Bidder to disqualification.

This Addendum makes the following changes and/or clarifications:

Questions pertaining to the RFP have been raised. Below are the questions and answers.

- 1) The Pre-Proposal Meeting/Teleconference is scheduled right in the middle of the Harbormaster's Conference. Is there any chance that this meeting and correspondingly the due date could be bumped back one week?

The demands on the project will not permit a delay in the published schedule. The optional pre-proposal meeting/teleconference is scheduled for 10:30 am (Alaska Time), October 24th. Call in number: 1-800-315-6338, code 3466#. If you plan to attend in person, the meeting/teleconference will be held in the City Council Chambers on Fairbanks Street.

- 2) The Scope of Work is not as detailed as we would like to see for preparing a fee proposal. We feel that we will have to make many assumptions...for example, the RFP asks for multiple concept plans. If we submit on this, we would assume that means only two concepts. How will you be evaluating the fee proposals in the scoring to ensure that you are comparing apples to apples? Will they actually be evaluated as part of the evaluation criteria, or submitted in a sealed envelope to be used as a starting point for negotiations following qualifications based selection?

The nature of an explorative and iterative process makes concrete details within the Scope of Work difficult. For example, the process itself will help determine the number of concepts required. It is anticipated that one or two solutions will be developed early on, but as a result of public, Commission, and/or Council input, any number of revisions may be needed. As part of the qualitative evaluation process, firms who have the experience with an evolutionary process such as this and who can propose a realistic, yet accelerated schedule and work plan will receive favorable consideration. Fees should then track the specific level of effort proposed. We do not

expect to get all apples or all oranges. Total dollar amounts will not in and by itself be evaluated, but the overall value will be considered. Bench marks such as rate sheets, travel & per diem costs, overhead & mark ups, etc., should be included with the fee proposal to assist in this value determination.

- 3) The RFP states that “In no case shall the entire proposal package exceed ten (10) pages.” I interpret this as quite a ‘hard’ page limit, but want to be certain. Would a cover letter be included in the page count? Would personnel resumes, if included as an appendix, be included in the page count?

*Cover letters are to be included in the total page count (limit of 10).
Personal resumes may be included as an appendix in addition to the 10 page proposal, however all resumes in addition to 10 pages are limited to one page per person.*

End of Addendum