	SOLICITATION ADDENDUM Page 1 of 3	CITY OF PHOENIX Water Services Department 200 W. Washington Street 9th Floor Phoenix, AZ 85003
	Solicitation Number: RFQu 2021-WRD-410 (MBT) Addendum No. 1	
	Solicitation Due Date: October 16, 2020, 2:00 p.m., Phoenix Local Time	

WATER RESOURCES AND DEVELOPMENT PLANNING CONSULTING SERVICES

I. This addendum changes the subject solicitation's Due Date to:

Friday, October 16, 2020 at 2:00 p.m. Phoenix Local Time

Submit questions to: wsdprocurement@phoenix.gov

II. This Addendum incorporates the following changes into the subject solicitation:

1(a) **SECTION I – INSTRUCTIONS**, paragraph 17.1, add to beginning of first sentence:

“Tab 1: Company Experience and Qualifications of the Prime Firm.”

(b) Paragraph 17.2, add to beginning of first sentence: “Tab 2: Experience and Qualifications of the Specific Project Team.”

(c) Add new sub-paragraph 17.2.5 to read as follows: “Provide Attachment A – Position Requirements and include resumes.”

(d) Paragraph 17.3, add to beginning of first sentence: “Tab 3: Project Plan.”

(e) Paragraph 17.4, add to beginning of first sentence: “Tab 4: Submittal Documents.”

2(a) **SECTION VI – SUBMITTALS**, paragraph 2, 4th bullet, revise to read as follows:

“Tab 1: Company Experience and Qualifications of the Prime Firm. Firm's experience and qualifications in providing consulting services for similar projects. Qualifications should be listed for each category that your firm is submitting qualifications for;”

(b) “Tab 2: Experience and Qualifications of the Specific Project Team. Provide two to three examples of relevant projects, reports, published communications and executive summaries. Also to include Attachment A – Position Requirements, and resumes;”


(c) “Tab 3: Project Plan. Project Plan also to include organizational chart, professional licenses or certifications, and team availability and commitment to the project.”

III. This addendum answers the following questions:

Question 1: Do you anticipate extending the bid due date?

Answer: Yes, refer to paragraph I in this solicitation addendum.

Question 2: What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

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Answer: No additional details will be provided other than what is stated in the solicitation.

Question 3: Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com/free? [[mygovwatch.com](http://www.mygovwatch.com)]

Answer: No. This solicitation was posted on the City of Phoenix solicitation website at: <https://solicitations.phoenix.gov>.

Question 4: Other than your own website, where was this bid posted?

Answer: See response above.

Question 5: In the Offer Submittal Format section on RFQ page 52, the following major sections have been identified for submittal organization: *Tab 1 – Company Experience and Qualifications of the Prime Firm; Tab 2 – Examples of Relevant Projects/Reports; Tab 3 – Attachment A (including resumes); Tab 4 – Submittal Documents; and Tab 5 – Addenda Acknowledgment.* However, RFQ pages 8-9 states that the major sections shall be organized as follows: *Tab 1 – Company Experience and Qualifications of the Prime Firm (including project descriptions and associated details); Tab 2 – Experience and Qualifications of the Specific Project Team; Tab 3 – Project Plan (including org chart and availability); Tab 4 – Business References.* Can you please clarify which overall format should be utilized, and what should be included in each individual tab?


Answer: Refer to Paragraph II in this Solicitation Addendum.

Question 6: RFQ page 10 indicates that we are “limited to no more than 25 pages double sided including resumes for each category.” Can you please clarify what is included in the 25-page limit (i.e. required forms, Attachment A, cover, tabs, etc.)? Also, does 25 double-sided pages mean that our entire submittal for each category can be 50 total pages?

Answer: Responses may be up to a maximum of 25 pages double-sided for each category, including resumes. Refer to Section I – INSTRUCTIONS, paragraph 17 Content of Response, and this Solicitation Addendum for description of items to be included in response.

Question 7: Can you please clarify which of the provided forms we are required to include with our submittal, and which have been included for reference only?

Answer: Refer to Section I – INSTRUCTIONS, paragraph 17, and Section VI – SUBMITTALS, paragraph 2, and this Solicitation Addendum for required submittals.

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Question 8: RFQ page 52 states that with Attachment A, we should “include Resumes”; would these resumes be excluded from the overall 25-page limit? Also, should these resumes be included in Tab 2 or Tab 3?

Answer: Resumes are included in the 25-page limit (see response to Question 6). Resumes should be provided in Tab 2 (Refer to Paragraph II, 1(c) and 2(b) of this Solicitation Addendum).

Question 9: Item 4 of Attachment A asks for information regarding any licenses held by the firm; should this information be included in Tab 1 of the Attachment A excel spreadsheet?

Answer: Tab 3. (Refer to Paragraph II, 2(c) of this Solicitation Addendum).

Question 10: Are we permitted to include a cover letter, and if so, are there any restrictions on format or content? If we are permitted to include, would it be included in the overall 25-page limit?

Answer: A brief cover letter may be included outside of the 25-page limit.

Question 11: Would a front cover and tabs be included in the overall 25-page limit?

Answer: Front cover and tabs may be included outside of the 25-page limit.

Question 12: Per RFQ page 4, the “Offeror must submit one (1) original pdf copy of the RFQu response electronically via email.” As this proposal is being submitted electronically, are electronic signatures permissible?

Answer: Yes

All other terms and conditions remain unchanged.

Offeror is required to sign and return addendum with their bid.

Name of Company: _____

Address: _____

Print Name and Title: _____

Authorized Signature: _____