ADDENDUM NO. 1  DATE:  March 3, 2020

REVISIONS TO:  REQUEST FOR BIDS, TAYLOR WAY REHABILITATION AND FAWCETT AVENUE MATERIALS TESTING, SPECIFICATIONS NO. PW20-0014F

NOTICE TO ALL PROPOSERS:

This addendum is issued to clarify, revise, add to or delete from, the original specification documents for the above project. This addendum, as integrated with the original specification documents, shall form the specification documents. The noted revisions shall take precedence over previously issued specification documents and shall become part of this contract.

REVISIONS TO THE SUBMITTAL DEADLINE:

The submittal deadline remains the same.

REVISIONS TO THE REQUEST FOR BIDS:

1. Request for Bids Cover Page
   The “Request for Bids” in the title block of the cover page is replaced with the following:

   “Request for Qualifications”

2. Section 3.0, Scope of Work
   This Section is amended with the following:

   Documents are posted at the following web address:
   https://www.cityoftacoma.org/government/city_departments/finance/procurement_and_payables_division/purchasing/contracting_opportunities/services_solicitations

3. Section 4.0, Request for Qualifications (RFQ) Process
   The subheading name, “Local Agency A&E Services Agreement/Insurance” is replaced with the following:

   “City of Tacoma Professional Services Contract/Insurance”

NOTE:  Acknowledge receipt of this addendum by initialing the corresponding space as indicated on the signature page. Vendors who have already submitted their bid/proposal may contact the Purchasing Division at 253-502-8468 and request return of their bid/proposal for acknowledgment and re-submittal. Or, a letter acknowledging receipt of this addendum may be submitted in an envelope marked Request for Qualifications Specification No. PW20-0014F Addendum No. 1. The City reserves the right to reject any and all bids, including, in certain circumstances, for failure to appropriately acknowledge this addendum.

cc: project coordinator/division(GG) or section(TPU)
CITY OF TACOMA
PUBLIC WORKS DEPARTMENT

REQUEST FOR QUALIFICATIONS

TAYLOR WAY REHABILITATION AND
FAWCETT AVENUE MATERIALS TESTING

SPECIFICATION NO. PW20-0014F

MARK D’ANDREA, P.E.
PROJECT MANAGER
PUBLIC WORKS DEPARTMENT
The goal will be to open concrete driveways and roadways as quickly as possible, therefore material lab testing may need to occur over weekends as well.

Material testing staff will need to be available 24-hours a day/7-days a week during the Taylor Way project. The testing, to the greatest extent practicable, should be able to be scheduled in advanced based on the Contractor’s submitted schedule and their progress. Testing scheduling and jobsite coordination will be managed through the City’s Construction Manager and Inspector for the projects. All testing expenses are to be broken out on invoices by project.

3.0 Scope of Work

Exact scope of work and project limits are subject to change and will be finalized post-selection.

The work provided by the Consulting Firm should include all necessary materials testing and inspection services warranted by the project plans. Taylor Way testing will generally comply with the Record of Materials, but will vary based on the Contractor’s sequencing and sourcing. Testing methods and frequency should meet WSDOT requirements. The construction manager and/or lead inspector may request additional testing on a case-by-case basis.

Deliverables will be based on testing services provided and will meet all required WSDOT reporting. Exact deliverables shall be identified post-selection. Submittal of deliverables may be phased to facilitate project schedule.

Project plans, specifications for each project, and Taylor Way’s Record of Materials (ROM), are posted on the City Website along with this RFQ.

Documents are posted at the following web address:
https://www.cityoftacoma.org/government/city_departments/finance/procurement_and_payables_division/purchasing/contracting_opportunities/services_solicitations

4.0 Request for Qualification (RFQ) Process

It is the City's intent to select a consultant based on the qualifications and abilities of the firm/team and key project individuals. Proposers may either be individual firms or teams as appropriate to meet the specific needs of the project. If relevant, it shall be at the discretion of the Proposer to determine and identify the lead consultant for the team.

Proposers are solely responsible for all costs incurred in the development and submission of the Request for Qualifications (RFQ) or any other presentations whether in response to this RFQ or to any subsequent requirements of the consultant selection and contract negotiation process.

SOQ Submittal and General Guidelines

Statements of Qualification (SOQ) submittal packages shall be submitted no later than 11:00 a.m., Tuesday, March 10, 2020 to:

City of Tacoma Procurement & Payables Division
Tacoma Public Utilities Lobby Security Desk
Administration Building North – Main Floor
3628 S. 35th Street
To reject any or all responses.
To issue subsequent requests.
To select a consultant based on the submitted SOQ’s, without an interview.

Addenda or Bulletins
Addenda to this RFQ document and issued prior to the SOQ deadline shall be made part of the RFQ. Failure to acknowledge addenda may result in an SOQ being deemed non-responsive by the City.

City of Tacoma Professional Services Contract/Insurance
A sample copy of a draft Professional Services Agreement and the project’s insurance requirements are enclosed in Appendix B. The City must approve the scope of work, budget, and design schedule proposed by the selected consultant. Following contract negotiations, the agreement shall be finalized between the City and the selected Consultant.

5.0 SOQ Submittal Content
All materials submitted in response to this RFQ, except for proprietary materials, become the property of the City. Proprietary information in a qualification submittal must be designated clearly and should be bound separately, as an appendix, and labeled with the words “Proprietary Information.” Appropriate references to this information must appear in the body of the SOQ. An entire SOQ marked “Proprietary Information” shall not be accepted.

Proposers should be aware that the City is required by law to make its records available for public inspection with certain exceptions. See Revised Code of Washington, Chapter 42.17. It is the City’s belief that this legal obligation would not require the disclosure of proprietary, descriptive literature that contains valuable designs, drawings, or documentation. However, the Proposer, by submission of materials marked “proprietary,” acknowledges and agrees that the City shall have no obligation or liability to the Proposer in the event that the City is required to disclose these materials.

To be considered responsive to this RFQ, the Proposer’s SOQ must include the following information required below.

SOQ Cover and Cover Letter
Clearly label the SOQ cover and the subject line in the cover letter with “Statement of Qualifications for Taylor Way Rehabilitation and Fawcett Avenue Materials Testing”, Specification No. PW20-0014F.
- The cover letter should identify the consultant name and contact person with his/her title.
- Include address, mailing address, e-mail address, phone number, fax number, and any other information that shall allow the City to reach the contact person quickly and directly.
- The cover letter should include the name of the proposed project manager.
- A duly authorized officer, employee, or agent of the consulting firm should sign the cover letter.

Firm’s Structure, Qualifications, and Experience
Please provide information on the firm’s structure, size of the firm, how long performing this type of service, qualification, experience, and available related equipment applicable to the scope of work in this RFQ.