

April 29, 2026
REQUEST FOR QUALIFICATION (RFQ)
PROFESSIONAL SERVICES
Scully Yard Relief Sewer Design

ADDENDUM NO. #1

All Consultants submitting under the Request for Qualification (RFQ) for the referenced procurement shall read and take note of this Addendum. The Documents for this procurement are hereby revised and/or clarified according to this Addendum.

Acknowledgment of RFQ Addendum: The acknowledgment attached to this Addendum is to be signed and attached with the Offeror's submittal.

Tawanda Stamps
Director of Procurement
ALCOSAN

Consultant Acknowledgement

Date

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DRAWINGS/FORMS

NONE

The following questions were submitted under this procurement.

1. Please clarify the intended order of Sections A through C. Should the “Outside Cover and/or First Page” (Section B) precede the Letter of Commitment (Section A), or is the Letter of Commitment intended to be the first page within the bound submittal?
 - a. **Consultants shall complete/submit the following SF330 Sections A, B, C, D, E, F and G. Format submission as follows:**
 - **Outside Cover and/or First Page**
 - **Letter of Commitment**
 - **Table of Contents**
 - **Tab Section 1**
 - **Team’s Experience/References**
 - **Sections A-C: Contract Info, Point of Contact, Proposed Team**
 - **Section F: Example Projects**
 - **Tab Section 2**
 - **Team’s Experience**
 - **Section D: Org Chart**
 - **Part E: Resumes**
 - **Part G: Key Personnel Participation in Example Projects Matrix**
 - **Tab Section 3**
 - **MBE/WBE/SDV Participation**
 - **Tab Section 4**
 - **Right-To-Know**

- **Tab Section 5**
 - **Conflict of Interest**

2. The RFQ does not appear to specify a page limit for Section A (Letter of Commitment). Could ALCOSAN please advise if there is a preferred length or level of detail for this section?

a. Page limit: Two pages (double-sided)

3. The RFQ requests submission of SF 330, Part I, but does not specifically reference Section H (Additional Information). Could ALCOSAN please confirm whether inclusion of Section H is permitted or desired as part of the SOQ? If so, is there a page limit?

a. Do not submit Section H.

4. Could you clarify how the Proposer's commitment to MBE/WBE/SDVOSB participation should be demonstrated? Specifically, should this information be incorporated within the five project examples included in the SOQ, or may it be provided as separate supporting information (e.g., a summary table) within Section F?

a. The commitment to MBE/WBE/SDVOSB participation is specific to this project and the Consultant's utilization of MBE/WBE/SDVOSB owned businesses/sub-consultants for the project.

The Proposer's submission shall describe its commitment to the policy, highlighting MBE/WBE/SDVOSB participation rates on the Proposer's past projects, identify subconsultants/suppliers that will be utilized on the project and include Letters of Commitment from each of the identified subconsultants/suppliers.

5. The RFQ states that proposers may submit up to ten (10) resumes of key personnel, with each resume not exceeding two (2) pages, and that resumes should be project-based rather than chronological. Could you please confirm whether each Section E resume should continue to follow the standard SF 330 format of including up to five (5) projects (A–E), or if additional projects beyond five may be included within the two-page limit?

a. Please follow the SF 330 format.

6. What is the current modeling version that ALCOSAN is using?

a. ALCOSAN utilizes SWMM 5.2.3. Per ALCOSAN Modeling Guidelines, ALCOSAN uses and requires EPA's Storm Water Management Model (SWMM) and CHI's PCSWMM software for H&H modeling.