

April 27, 2026
REQUEST FOR QUALIFICATION (RFQ)
PROFESSIONAL SERVICES
ON-CALL ENGINEERING SERVICES

ADDENDUM NO. #3

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

QUESTIONS

The following questions were submitted under this procurement.

1. Per 7.0 of the RFP, “All documents required under this RFQ are available on the ALCOSAN website: <https://www.alcosan.org/work-with-us/standard-forms>”, would you like us to include the Non-Collusion form in our submittal?
 - a. **No, the Non-Collusion Affidavit is not required for the qualification submission.**

2. To confirm required forms -
 - Conflict of Interest (yes)
 - Cost Proposal (no) – Rate Schedule instead
 - Labor Analysis (no)
 - MBE/WBE Participation Certificate (no)
 - Non-Collusion Affidavit (?)
 - Standard Form 330 (yes, except Section H/Part II)
 - a. **Submit documentation and format proposal submission as outlined in Addendum No. 2.**

3. Is there a file size limit/requirement for the email submission?
 - a. **No, there is no file size limit. Compress/reduce PDF file size is an option.**

4. In Section D in the RFP, you indicate “Key Personnel involved in the Project, including Subconsultants.” Because we are not to include information regarding subconsultants, would you still like us to include the subconsultants that worked on the project or only show our firm/key personnel?
 - a. **You can choose to list the subconsultant(s) if they were key personnel on the project(s) being referenced in Section D.**

5. For the 5 projects, is there a preference for projects within the last 10 years? May we include projects that were done more than 10 years ago?
 - a. **This is at the Consultant's discretion.**
6. Can we list only job categories on the Rate Schedule in lieu of individual staff names? Can we provide a range of hourly rates per job category on the Rate Schedule in lieu of providing average rates per category?
 - a. **Provide information for the key personnel identified in the organizational chart.**

The short-listed Consultants will be required to provide rate information for all team members for each Task Order/RFP.

7. Listing all potential team members by name to include in the Exhibit B, "Rate Schedule" would be impractical due to the broad nature of the anticipated projects and complexity of determining the appropriate disciplines required. Can ALCOSAN provide guidance on the preferred approach to completing Exhibit B "Rate Schedule"? (e.g., Provide rates for the key individuals identified in the org chart and resumes provided. Or provide project staff categories and Average Category Rates for 2026, etc...)
 - a. **See Item 6 response.**
8. For the Organizational Chart (Part 1, Section D), should this only include the 8 team members whose resumes we are including?
 - a. **Yes.**
9. Will we be able to submit new rates each year, OR are the rates submitted with this proposal to be held firm for 3 years?
 - a. **The Professional Services Agreement allows for annual billing rate adjustments for personnel on the project(s).**
10. The RFQ and Addendum No. 1 indicate that subconsultant team members should not be included in the proposal submission; however, the PowerPoint slide deck notes that MBE/WBE/SDV certifications should be provided. Please confirm whether identification of subconsultants and submission of their materials are required. If not required, are we discouraged from identifying potential team members?
 - a. **Identification of subconsultants is not required for the qualification submission. Only provide the documentation requested.**

11. Section 6.0 Qualification Submittals states that the proposer shall use SF 330, Part I (Part II is not required). Excluding section 3, 4, and 5 of this submittal. The RFQ specifically mentions Part I, Section F to highlight Team's project experience and Part I, Section D for the organizational chart. Is the proposer to also include Part I, Section A, B, C, E, G, and H? If so, what sections should they be included under and are there page limits for these sections? Is section H. Conflict of Interest, to be denoted as "Tabbed Section 5"?

- a. **Submit documentation and format proposal submission as outlined in Addendum No. 2.**