



**City of Rocky Mount  
Addendum 1**

**Refer ALL Inquiries regarding this RFQu to:**  
Candice Kirtz  
Purchasing Manager

**RFQu #320- 260521CK**

**RFQu Due Date: 7/30/2021**

**Contract Type: Professional Services**

**RFQu Schedule Reminder**

Event	Responsibility	Date and Time
Submit Written Questions No Later Than	Designer	Wednesday July 14, 2021
Provide Response to Questions/Addendum	City	Wednesday July 21, 2021
Submit Qualifications No Later Than	Designer	Friday July 30, 2021, 4:00 p.m.
Contract Award	City	TBD
Contract Start Date	Designer	TBD Monday 8/2/2021

**Question and Answer**

1. Is there a designer that is working on a plan/design to bury overhead utilities? If so, who is the company that is conducting that utility design? Booth and Associates was recently awarded this plan/design.
2. It looks like a portion of Main Street just south of this project was streetscaped around 2012. What design firm conducted this streetscape design? Are the streetscape design plans for main street available for review? Cole, Janest and Stone conducted the streetscape design. Yes, plans are available.
3. Was the City of Rocky Mount satisfied with the design work on the previous streetscape work on Main Street? Yes
4. If the City was satisfied with this design work, what is the likelihood that the city would select another design team for Falls Road? Design was done in 2010 all proposals will be evaluated on their merits based on the selection criteria.
5. On page 4, Section B, item b), respondents are asked to provide “applicable contact information, including owner, contractor, and other parties.” Would the City please clarify if respondents should provide contact information for the construction contractor? To what other parties are you referring? Provide contact information for owner's project representatives.
6. On page 4, the Project Scope includes “Construction Administration Services and Site Inspections.” Is the City asking for full-time construction observation or will the City provide full-time observation that is supplemented by the design firm? The city will provide full-time construction observation supplemented by the design firm
7. Page 7 states “Non-certified HUB and MWBE vendors/contractors will be counted towards the City participation goals but not the State participation.” Is the project funded with State funding? If not, how is the project funded? Project will be funded with Powell Bill funds. State participation goals will not apply. Local goals will apply.
8. What is the project’s construction budget? TBD
9. If respondents were to include tabs between the required SOQ sections, would tabs count toward the 25-page limit? Tabs will not be included in the count.
10. We have noted and understood the City’s desire for respondents to meet the aspirational 10% goal for MWBE/DBE/HUB involvement, as outlined on page 7 of the RFQ. If we meet this 10% goal, are we required to complete the form on page 7? No, but you must note your proposed sub-firms in your response.

If yes, will this page count toward the 25-page limit? N/A

11. If respondents are required to submit the form on page 7, would the City be willing to amend the dollar value required at the bottom of the form to a percentage value in order to better comply with qualifications-based selection practices, per the Brooks Act? Yes, substitute the dollar amount for the estimated percentage of work to be subcontracted by the specific MWBE.
12. If we meet the City’s 10% aspirational goal for MWBE/DBE/HUB involvement, are we required to respond to the Good Faith Effort requirements outlined on page 8 of the City’s RFQ? No  
If yes, would the City be willing to amend the contractor-related requirements—such as example 2 reading “Made all plans, specifications, and requirements available for review by prospective minority firms”—to reflect a process for engaging minority firms that is more suited for professional services? Yes, this can be met by sharing the city issued RFQ with the potential sub-firms.
13. If respondents are required to respond to the requests on page 8, will this response count toward the 25-page limit? No
14. Finally, if respondents are required to respond to the requests on page 8, would the City please clarify the proposal scoring it will use during selection? The scoring method described on page 6 outlines points totaling 5% of a respondent’s total score (with a max of 5) for MWBE involvement and the method on page 8 requires that bidders earn at least 15 points from the list of good faith efforts shown on that page. Yes, a sample of the evaluation matrix is below. A full 5% is provided to firms that propose 10% MWBE participation. The percent decreases from there, following evaluation of points completed and MWBE percentage proposed.

<b>1. PROJECT DETAILS</b>			
<b>A</b>	Completeness of Response	<b>P/F</b>	
	Debarment and Suspension	<b>P/F</b>	
<b>B</b>	Work plan approach	<b>10</b>	
<b>C (a)</b>	Experience - resumes	<b>10</b>	
<b>C (b)</b>	Experience - related experience	<b>15</b>	
<b>D</b>	Project Scope	<b>15</b>	
<b>E (a)</b>	Schedule - discussion of current workload	<b>10</b>	
<b>E (b)</b>	Schedule - sample project schedule	<b>10</b>	
	<b>Subtotal</b>	<b>70</b>	
<b>2. GENERAL MANAGEMENT</b>			
<b>A</b>	Project Management & Implementation	<b>10</b>	
<b>B</b>	Quality Assurance & Quality Control	<b>10</b>	
<b>C</b>	Legal Issues	<b>10</b>	
	<b>Subtotal</b>	<b>30</b>	
	<b>TOTAL POINTS</b>	<b>100</b>	
	<b>MWBE</b>	<b>5%</b>	
	<b>FINAL POINTS</b>	<b>105</b>	

15. What is the duration of the Falls Road Streetscape project for both design and construction? We estimate 5-6 months for design and 5-6 months for construction.