Village of Oswego

REQUEST FOR QUALIFICATIONS

Phase I Engineering Services for
Wolfs Crossing Road
US Route 34 to US Route 30

ADDENDUM #1

June 6, 2016

Acknowledge Receipt of Addendum #1   _____
                                                                    Name

_____
                    Signature

_____
                    Company

June 6, 2016

Addendum #1

Request for Qualifications

Phase I Engineering Services for
Wolfs Crossing Road
US Route 34 to US Route 30

Addendum #1 is hereby created to address changes to the request for qualifications issued on May 23, 2016.

1. Page 3, Section 2a – Clarification regarding the use of joint ventures

   Joint ventures or the use of sub-consultants is permitted.

2. Page 3, Section 2b – Clarification regarding the financial statement

   Supply at a minimum the annual transportation fee capacity and payroll burden and fringe expense rate as authorized by IDOT. This information is typically contained on the IDOT Statement of Experience and Financial Condition letter. Provide an additional statement regarding current and future commitments against the capacity to demonstrate that your firm has the capacity to complete this project. The Village reserves the right to require additional information from shortlisted firms.

3. Page 3, Section 2b – Clarification regarding example projects

   The Village will accept as examples of project experience work completed for IDOT, Illinois counties and municipalities. The intent is to demonstrate that the firm is familiar with IDOT's workflow.

4. Page 3, Section 2b – Clarification regarding contact information

   Provide contact information for the client so that we may follow up with the organization. You do not need to provide contact information for the sub-consultants.

5. Page 4, Section 5– Clarification regarding references of key personnel

   If a key person played a significant role in a recent project that would highlight that person's skills for this project, we request contact information for that project. For example, if a project manager worked on an Oswego project, provide the following

information: Name of project – role (Village of Oswego/DWP Jennifer Hughes/630-551-2366)

6.   Page 4, Section Numbering – Clarification regarding section numbering

The section numbers show a duplicate section number 5. The correct section numbers are as follows:

Section 1- COVER LETTER - Two page maximum
Section 2 - COMPANY OVERVIEW- Four page maximum
Section 3 - PROJECT APPROACH - Four page maximum
Section 4 - ORGANIZATIONAL CHART- One page maximum
Section 5 -KEY PROJECT PERSONNEL - Eight page maximum
Section 6 - PROJECT SCHEDULE – Two page maximum
Section 7 – IDOT Prequalification form - Three page maximum
Section 8 - OTHER PERTINENT INFORMATION - Three page maximum

7.   Page 4, Section 6– Clarification regarding pre-qualification forms for sub-consultants

IDOT pre-qualification forms are required only for the lead firm as part of the initial submittal. The Village reserves the right to require additional information from shortlisted firms.

8.   Page 9, Project Activities - Clarification regarding use of BDE versus BLR manual

The Request for Qualifications states that the BDE process will be followed. A question was raised as to whether the use of the BLR Manual is more appropriate than the BDE. The intent of the project is to produce documentation that will support the Village's application for federal funds. There are many cross-references to the BDE within the BLR with respect to federal funding. For purposes of simplicity at this point, prepare the proposal based upon the BDE. We will clarify the specific approach to the project with the selected consultant.

9. Page 10, Activity Number 16 - Clarification regarding localized flooding issues

As mentioned in the RFQ, the Village experienced significant flooding in April 2013. Floodwaters overtopped Wolfs Crossing at three locations, two of which are depicted as being in floodplain on Panel 17093C0065H, (1/8/14). The third location was just east of Devoe Drive. Much of the drainage system parallel to the road consists of non-engineered old farm ditches.   The road does not regularly experience localized flooding.

End of Addendum