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ADDENDUM 1

To: All Interested Proposers

From: Araceli Hernandez, Inventory Bid Technician

Date: April 29, 2014

Subject: RFQ # 14-016, Engineering Services for the Design of Wastewater Collection System for the Desert Acceptance (Square Dance)

This addendum has been issued to notify the vendors of the following questions and answers:

1. The RFQ states -Brief resumes for Key Project Personnel may be submitted at the option of the consultant, for those persons new to the firm. Such resumes shall be attached to the Team Organization and Availability section and shall not exceed two (2) pages each. **Does this mean 2 total pages for all resumes or 2 pages per person?**

Response: 2 pages for each new personal new to the firm.

2. Based upon our past experience with the funding of projects through USDA/RD, no funding will be released by USDA/RD until the project has been BID and is approved by USDA/RD. Thus the engineering is required to finance all of the design costs until it is approved by USDA/RD. Some clients on previous projects have paid the Engineer for the design work on a progress basis and are reimbursed by USDA/RD after the project is BID and approved by them.

Response: No payments shall be made to Engineering firm till USDA-Rd Approves, Funds and Release of funds to this project.

3. In the Solicitation Check List, says we need to provide **one original and seven (7) CD copies of our response**. However, on page 11 of the RFQ, under VI. Qualification Submission, says we need to provide **one original signature copy and six (6) electronic copies CD of our response**. Could you please clarify how many CD copies should we submit?

Response: Please provide 1 original and seven (7) CD copies.

4. Please confirm that Certificates of Insurance are not required with the proposal submittal.

Response: They are not required with the proposal.

5. The RFQ states that submittals must be 10 pages maximum, do the 10 pages have to meet the page count per section, i.e. Cover letter – **one page**, Technical Approach – **two pages**, Project Approach – **four pages**, etc., or could we utilize the 10 pages as we choose i.e. Cover letter – **one page**, Technical Approach - **one page**, Project Approach - **5 pages**, etc.?

Response: Please refer to the RFQ format.

6. Do we need to include both the El Paso County Code of Ethics Training Affidavit and the On-line Ethics Training Receipt with our submittal?

Response: No, just include the forms that are included in the bid packet.

7. Under the minimum qualifications there is a 5 year in business minimum. The company that we used to work for, Gray-Jansing & associates, Inc., split up and sold the El Paso office which essentially became TRE & Associates, LLC. We started TRE in Dec 2011. Would we be able to use the previous company as credit to the 5 year requirement? We are all the same engineers and same staff just a different company name.

Response: Staff engineers need to have five (5) plus years