



Keith Francis
Controller

GENESEE COUNTY PURCHASING
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May 6, 2016

ADDENDUM #2

REQUEST FOR QUALIFICATIONS (RFQ) #16-075
Professional Services Library of Consultants

1. Please include the following questions and answers, as part of the above mentioned RFQ:

- Q1. Do you want a separate submission for each category?
A1. A separate submission for each category is not necessary, however each category being responded to needs to be a complete submission that can be evaluated. It is possible that different people will be evaluated different categories, the packet of information provided by the respondent needs to be able to be divided by category and contain all required information.
- Q2. If you do want four separate packages, is ok to repeat projects over the four proposals?
A2. Yes
- Q3. A5- Project sheets. If you want a full 330 Form on part B item 6, project sheets would appear there. Do you want them duplicated?
A3. The project sheets do not need to be duplicated if Part I of Form 330 is completed.
- Q4. A6- Organizational chart. If you want a full 330 Form submitted on part B item 6, a full org chart would appear there. Do you want it duplicated in the package?
A4. The Organizational chart does not need to be duplicated if Part I of Form 330 is completed.
- Q5. A7- Resumes. If you want a full 330 Form submitted on part B item 6, resumes would be included there. Do you want duplicates?
A5. Resumes do not need to be included if Part I of Form 330 is completed.
- Q6. A7- Provide licensing and qualifications of key individuals. A8 also says to include licensing and certifications and MDOT prequals. Are you looking for separate items in these instances, or no? Are you looking for COMPANY licenses, or individuals? Do you want a list or need actual copies of licenses? Which ones? PE registrations? MDOT certifications by individual or company?
A6. Copies of licenses are preferred for both the Company and individuals. You should provide all licensing and certifications that apply to the categories to which you are submitting qualifications.
- Q7. Please clarify what you need for subset B3 (page 17)?
A7. If you are referencing the registration with SAM/LARA, then a screen shot of your registration is acceptable. The GENESEE COUNTY INSURANCE CHECKLIST (page

22) must be signed by the firm's insurance agent and a person from the submitting firm who is authorized to sign for the company. The purpose of this form is to make the respondent aware of what insurance is required by Genesee County should you receive an award.

- Q8. A8 says to include any "additional information such as licensing, certifications and MDOT prequals" in the *Additional Information* section. Later, in part B5 it says those items won't count towards the 50 page limit. BUT then in part C it says Additional Information WILL count towards the 50 page limit. Verify if these count, and what exactly Gen Co wants- actual copies of what people have, or does covering it in the resume suffice? Or do they mean company not individuals?
- A8. Licensing and certifications will not count against the total. Narrative of other information the respondent believes to be relevant will be included in the total page count.
- Q9. B4 (page 16) References. You provide a reference sheet to be filled out- it says the references from 330 For Part II can be used. Part II does not include references. No part of the 330 form has references. There are project sheets with contact info, but those are in Part I. It also says References can be repeated from section 6B5. There is no 6B5 that would have references to copy.
- A9. The reference page (page 23) provided must be completed.
- Q10. B subset list 1-8 (page 17) item 2 and Item 5... How are these different? Is 5 just relating to MDOT?
- A10. They are repetitive not different.
- Q11. Lastly- you are asking for bookmarked PDF for the digital copy, and say it needs to be done in Word. If we are only providing a PDF copy, can we choose which software programs we use as long as we fulfill the PDF requirement?
- A11. Yes

2. Item 4. References: in the section titled B. OTHER INFORMATION REQUIRED BY COUNTY: on Page 16 of the RFP has been edited to reads as follows:

4. References: See page 23 of this solicitation. Prior experience with similar projects is essential for any firm to provide the services required in this solicitation. This section shall consist of a minimum of three (3) references with project descriptions. In addition, contact information for each reference shall be provided with the name, address, phone number and email address. The contacts for each reference must be knowledgeable of the offeror's performance on the referenced project and the scope of services performed by the respondent. ~~These references can be the same as those listed on Form 330 Part II and Section 6.B.5.~~

Indicate on the Signature Page item #6 and on the exterior of the envelope containing your proposal:

ADDENDUM #2 RECEIVED

**ALL QUALIFICATIONS MUST BE RECEIVED AT:
GENESEE COUNTY PURCHASING DEPARTMENT
1101 BEACH STREET, ROOM 343
FLINT, MI 48502**

Cindy Carnes, Purchasing Manager
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