

June 9, 2016

RFP No. INF004 – CDAG Field Services RFP

ADDENDUM NO. 1

Receipt of this Addendum must be acknowledged in Exhibit A of the RFP, which shall be submitted as part of its bid.

Note: This addendum lists clarifications to the RFP. A revised RFP is not included with this addendum.

1. Under Statement of Work - Proposer Qualifications (Section I.B.1.c, page 4), lead firm minimum qualifications have been changed:

1. *Lead Firm*

- a. The lead firm shall oversee the project and coordinate the work of all its sub-consultants, if applicable.
- b. The lead firm must provide information that demonstrates its experience as a prime or major sub-consultant on projects of similar type, size, and complexity as the one under consideration.
- c. ~~The lead firm should provide at least two (2) project references, with the following minimum requirements:~~
 - ~~– Flow monitoring study for RDI/I analysis;~~
 - ~~– Have a minimum fee of \$100,000 for each referenced project; and~~
 - ~~– Have occurred within the past five years.~~
- d. The lead firm shall indicate the relevance of the projects to this proposed scope of work, and emphasize the experience of the specific individuals proposed to do the work.
- e. The Lead Firm is responsible for obtaining and possessing all permits, licenses, and professional credentials necessary to perform services as specified under this RFP.

2. Under Statement of Work - Proposer Qualifications (Section I.B.3.d, page 5), project manager minimum qualifications have been changed:

3. Project Manager/Key Personnel

- a. The Project Manager will be the primary client contact and is responsible for the day-to-day management of the project and for ensuring that the project schedule, budget, and scope concerns are met.
- b. The Project Manager must have demonstrated strong project management and organization skills, contract management abilities, and effective communication and interpersonal skills.
- c. Information regarding the Project Manager and Key Personnel's qualifications and experience (both technical and managerial) shall be provided.
- d. The Project Manager must meet the minimum qualifications, as outlined below:
 - An employee of the lead firm;
 - A minimum of 10 years of relevant experience;
 - Work on at least two ~~flow-monitoring~~ projects in any discipline included in this RFP, with a minimum fee of \$50,000, and one of which must be completed within the last five years.
- e. Key Personnel must meet the minimum qualifications, as outlined below (the same person may be used as Key Personnel for more than one area):
 - An employee of either the lead firm or a sub-contractor;
 - A minimum of 5 years of experience in their respective discipline(s);
 - Work on at least two projects in their discipline, with a minimum fee of \$25,000, and one of which must be completed within the last five years.

This addendum must be submitted with the bid.